Policy 5

ROLE OF THE BOARD CHAIR

The Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one (1) of its members to serve as Board Chair as per policy 7, to hold office at the pleasure of the Board. The Board delegates to the Board Chair the following powers and duties:

1. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group and for the Division when there are potential political implications.

2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the *Education Act* and the policies as established by the Board.

3. Prior to each Board meeting, confer with the Vice-Chair and the Chief Superintendent on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.

4. Be familiar with basic meeting procedures.

5. Perform the following duties during Board meetings:

   5.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.

   5.2 Ensure that all issues before the Board are well-stated and clearly expressed.

   5.3 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration.

   5.4 Ensure that debate is relevant. The Board Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.

   5.5 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any member duly moved. The Chair shall conduct all meetings of the Board according to the following rules of order firstly, ensuring compliance with the *Education Act;* secondly, compliance with the Board's own policies and lastly where the *Education Act* or the Board's own policies do not address the matter, "Robert's Rules of Order Newly Revised 11th Edition" shall govern the conduct of meetings, where applicable.

   5.6 Ensure that deliberations at meetings are timely, fair, orderly and thorough, but also efficient, limited to time, and kept to the point.

   5.7 Submit motions or other proposals to the final decision of the meeting by a formal vote.

   5.8 Ensure that each Trustee present votes on all issues before the Board. When appropriate advise Trustees of a possibility of a conflict of interest.

5.9 Extend hospitality to Trustees, officials of the Board, the press and members of the public.

6. Assist with the Board's orientation program for Trustees as per policy 3.

7. Be in regular contact with the Chief Superintendent to maintain a working knowledge of current issues and events and provide counsel to the Chief Superintendent. Authority of the Board not specifically delegated to the Chair shall remain the authority of the Board including the authority to supervise or direct the Chief Superintendent.

8. Keep Trustees informed about significant issues and information relevant to the role of the Board.

9. Be responsible to ensure that the Board is fully aware of the contents of the Chief Superintendent's contract and for ensuring that the Board meets all the requirements of the contract.

10. Review and approve the Chief Superintendent's vacation and sick leave entitlements and expenditure claims on a monthly basis.

11. Review and approve Trustee expenditure claims with the exception of the Vice-Chair.

12. Bring to the Board all matters requiring a corporate decision of the Board.

13. Act as ex-officio non-voting member of all Board committees.

14. Act as a signing authority for Board minutes.

15. Act as a signing authority for the Division as follows:

    15.1 As required by the Government of Alberta.

    15.2 All ratified collective agreements.

16. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

17. Address inappropriate behaviour on the part of a Trustee.

18. Ensure the Board engages in regular assessments of its effectiveness as a Board as per policy 2.

Adopted:	June 30, 2017
Revised:	October 22, 2019, June 30, 2021
Legal Reference:	Local Authorities Election Act, Section 6 Education Act, Sections 51, 52, 53, 54 Board Procedures Regulation