

## **ROLE OF THE BOARD CHAIR**

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the organizational meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility for providing leadership and guidance.

The Board delegates to the Chair the following powers and duties:

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the Education Act and the policies and procedures as established by the Board.
2. Prior to each Board meeting, confer with the Vice-Chair and the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. Perform the following duties during Board meetings:
  - 3.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
  - 3.2 Ensure that all issues before the Board are well-stated and clearly expressed;
  - 3.3 Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration;
  - 3.4 Ensure that debate is relevant. The 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;
  - 3.5 Decide questions of order and procedure, subject to an appeal to the rest of the Board.
  - 3.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
  - 3.7 Ensure that each trustee present votes on all issues before the Board;
  - 3.8 Extend hospitality to trustees, officials of the Board, the press, and members of the public.
4. Keep informed of significant developments within the Division.

5. Be responsible for ensuring the development and implementation of the Board's orientation program for newly elected trustees.
6. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
7. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
8. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, or students that may affect the administration of the Division.
9. Provide counsel to the Superintendent, when requested to do so and advise the Board of this counsel at the earliest opportunity.
10. Bring to the Board all matters requiring a corporate decision of the Board.
11. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
12. Act as ex-officio member of all committees appointed by the Board.
13. Act as a signing officer for the Division.
14. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
15. Address inappropriate behavior on the part of a trustee.
16. Ensure that the Board engages in annual assessments of its effectiveness as a Board.
17. In order to be fully prepared to participate in Board discussions as well as in discharging duties, Trustees will ensure that information requests made to the Superintendent are copied to the Board Chair, are relevant to their role as a Trustee of the Board and allow an appropriate timeframe for the information request to be completed.

Legal Reference: Section 52, 53 Education Act  
Local Authorities Election Act  
Board Procedures Regulation, Alta Reg 82/2019

Amended & Approved: January 27<sup>th</sup>, 2022