



Role of the Board Chair

Policy References	Policy Development Tracking
External: Local Government Elections Act Robert's Rules of Order Internal:	Adopted: June 28, 2011 Amended: June 26, 2018

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

The Board Chair shall hold office at the pleasure of a majority of the Board until the next Organizational Meeting, and shall be eligible for re-election. In the event of the office becoming vacant during the year, a new Board Chair shall be elected at the next regular meeting in a manner similar to that followed in the election of the Board Chair at the Organizational Meeting.

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 and where those are silent, Robert's Rules of Order.
 - 1.1 The Board Chair will be knowledgeable of established meeting procedures.
2. Prior to each Board meeting, confer with the Director 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 in order that collective opinion can be developed and a corporate decision reached;
 - 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. The Chair may speak to points of order in preference to other members;
 - 3.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
 - 3.7 Extend hospitality to other trustees, officials of the Board, the press, and members of the public.
 - 3.8 Exclude observers displaying improper conduct from further attendance.

4. Keep informed of significant developments within the Division.
5. Keep the Board and the Director informed in a timely manner of all matters coming to his/her attention that might affect the educational opportunities in the Division.
6. Be in regular contact with the Director to maintain a working knowledge of current issues and events.
7. Convey directly to the Director such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the Division.
8. Provide counsel to the Director, when requested to do so.
9. Bring to the Board all matters requiring a decision of the Board.
10. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
11. Act as an ex-officio member of all committees established by the Board.
12. Act as a voting member of any committee specifically appointed to by Board motion.
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. Represent the Board to outside parties by stating positions consistent with its policies, motions and bylaws.
16. Address inappropriate behaviour on the part of a trustee.
17. Ensure that the Board engages in regular assessments of its effectiveness as a Board.



Appendix A – Board Meeting Survey

Policy References	Policy Development Tracking
External: Education Act: Sections 85, 87 Local Government Election Act	Adopted: June 28, 2011
Internal: BP 5 Role of the Board Chair	Amended: June 26, 2018

Board Meeting Date	
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Please select one answer from those at right (✓).	Strongly Agree	Agree	Disagree	Strongly Disagree
1. The meeting materials and agenda were provided far enough in advance for me to prepare for the meeting.				
<i>Comment (Optional if "Strongly Agree" or "Agree" and required if "Disagree" or "Strongly Disagree"):</i>				
Please select one answer from those at right (✓).	Strongly Agree	Agree	Disagree	Strongly Disagree
2. I arrive to the meeting on time and prepared to discuss material received in advance.				
<i>Comment (Optional if "Strongly Agree" or "Agree" and required if "Disagree" or "Strongly Disagree"):</i>				
Please select one answer from those at right (✓).	Strongly Agree	Agree	Disagree	Strongly Disagree
3. Sufficient time was allowed to address each agenda item.				
<i>Comment (Optional if "Strongly Agree" or "Agree" and required if "Disagree" or "Strongly Disagree"):</i>				
Please select one answer from those at right (✓).	Strongly Agree	Agree	Disagree	Strongly Disagree
4. The Board Chair ensured each Board member had the opportunity to express his or her opinion on all agenda items.				
<i>Comment (Optional if "Strongly Agree" or "Agree" and required if "Disagree" or "Strongly Disagree"):</i>				
Please select one answer from those at right (✓).	Strongly Agree	Agree	Disagree	Strongly Disagree
5. Board members expressed their opinions in an open, courteous and professional manner.				
<i>Comment (Optional if "Strongly Agree" or "Agree" and required if "Disagree" or "Strongly Disagree"):</i>				
Please select one answer from those at right (✓).	Strongly Agree	Agree	Disagree	Strongly Disagree
6. All discussion resulted in a motion or an action plan. (example: more information to be gathered).				
<i>Comment (Optional if "Strongly Agree" or "Agree" and required if "Disagree" or "Strongly Disagree"):</i>				

The meeting was: (select one ✓) **Excellent** **Satisfactory** **Poor**

General Comments:
