

4 ROLE OF THE CHAIR

The Chair shall protect the integrity of Board process and Board cohesion, co-ordinate the business of the Board through agenda-setting, represent the Board to outside parties, and speak on behalf of the Board and facilitate a collaborative, consensus-based decision-making process where there is reasonable opportunity for every trustee to be heard and understood by the Board.

Consequently, the Chair shall:

- 4.1 Maintain a strong understanding of the Board's policies, bylaws, rules of order procedures and strategic plan.
- 4.2 Meet regularly with the senior staff (Superintendent, Secretary-Treasurer, Directors of Instruction) to promote and support an effective working relationship.
- 4.3 Share with the Superintendent information and trustee concerns; and ensure accurate, thorough and up-to-date information to support Board decision-making.
- 4.4 In consultation with the Superintendent and the Secretary-Treasurer, ensure that meeting agendas are limited to those issues which are clearly in Board jurisdiction.
- 4.5 Coordinate and encourage input, concerns, ideas and information from trustees and oversee either the placement of these items on Board agendas, or appropriate delegation of them to the Superintendent, Secretary-Treasurer or Board committee in accordance with Board policy.
- 4.6 Chair Board meetings with all the commonly accepted powers (e.g. ruling, recognizing), and keep deliberation timely, fair, orderly, and on topic.
- 4.7 Vote while presiding over a meeting only when it will change the outcome of the decision.
- 4.8 Speak on behalf of the Board regarding board and board business determined through passing motions.
- 4.9 Share with the board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.
- 4.10 Upon consultation with all trustees, appoint members and chairs of Board Standing Committees and Ad-hoc Committees, and representatives/liaisons to external organizations and committees.
- 4.11 Delegate duties to the Vice-Chair, including facilitating the transfer of all duties when the Chair is to be absent.
- 4.12 Coordinate and provide oversight of trustee professional development activities and expenditures.
- 4.13 Ensure that the Board engages in regular assessments of its effectiveness as a Board.
- 4.14 Support trustees in conflict through coaching and deeper understanding of the role of trustees and the board.

4.15 The Chair enacts other responsibilities as defined in Board bylaws, which are updated from time to time.

Board Policy: December 2010

Revised: March 2014, June 2014, November 2015, October 2022, November 2025