

## 4 ROLE OF THE CHAIR

The Chair shall protect the integrity of Board process and Board cohesion, coordinate 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/liasons 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.

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