

2.4 Role of the Chair and Vice Chair

The Chairperson provides Board leadership and is primarily responsible for safeguarding the integrity of the Board’s governance processes. The Chairperson is the Board’s spokesperson and represents the Board in the community. More specifically, the Chairperson shall:

1. Meetings
 - 1.1 Preside over all Board meetings ensuring they are fair, open and thorough yet efficient, orderly and productive.
 - 1.2 Ensure that Board meetings are conducted in accordance with the *School Act* and remain focused on Board governance matters.
 - 1.3 Ensure that Roberts Rules of Order are followed.
 - 1.4 Ensure that Board adheres to its Governance Policies and Meeting Procedures.
 - 1.5 Act as an ex-officio member of all committees appointed by the Board.
2. The Agenda
 - 2.1 Prior to each Board meeting confer with the Vice-Chair, Secretary-Treasurer and Superintendent to develop the Board Agenda in a manner that is consistent with the Board’s Annual Work Plan.
 - 2.2 Encourage all Trustees present to vote on all Agenda items.
 - 2.3 Ensure that each Trustee has a full and fair opportunity to be heard.
3. Chairperson-Superintendent
 - 3.1 Keep the Superintendent and the Board informed on all matters that might affect the District.
 - 3.2 Convey directly to the Superintendent any concerns which may affect the administration of the District.
 - 3.3 Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
 - 3.4 Facilitate, or arrange for the facilitation of, the annual Superintendent summative evaluation and take responsibility for compiling and reporting the Superintendent summative evaluation.

- 4. Corporate Responsibilities
 - 4.1 Bring all matters requiring a corporate decision to the Board.
 - 4.2 Act as a Signing Officer for the District.
 - 4.3 Serve as an officer of the Board authorized to witness the use of the Board’s Corporate Seal.
 - 4.4 Act as chief spokesperson for the Board by stating positions consistent with Board direction and policies.
 - 4.5 Recommend to the Board appointment of the members of all Board Committees.
- 5.0 Board Integrity
 - 5.1 Monitor the Board’s conduct to ensure it is consistent with Board Governance Policies and any other lawful obligations imposed on the Board.
 - 5.2 Lead Board Meeting debriefings and periodic Board Self-Evaluations to ensure continuous improvement of Board governance practices.
- 6.0 Duties of the Vice-Chair
 - 6.1 In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
 - 6.2 In the absence of the Chair and Vice-Chair, the Board shall designate another trustee to perform the duties of the Chair.
- 7.0 Leadership – Board Chair and Vice Chair
 - 7.1 Treat all Trustees equally and ensure that each Trustee has equal access to information.
 - 7.2 Practice leadership in a manner that is viewed ethically and has the support of those with whom he/she works most directly.

Legal References:

Monitoring Method: *Internal Reports/Board and Superintendent*

Monitoring Frequency: *Annual*

Adopted: *2012.06.12; 2012.12.10*