

203 – Role of Chair and Vice-Chair

Purpose

The Board believes in distributed leadership to support effective governance and succession planning. However, it also recognizes that the role of the Chair and Vice-Chair play important roles in supporting the Board and the Superintendent in achieving the Board's goals. The Chair provides Board leadership and is primarily responsible for safeguarding the integrity of the Board's governance processes. The Chair is the Board's spokesperson and represents the Board in the community. The Chair also works closely with the Superintendent while ensuring that all trustees are provided robust access to information.

Objectives

This policy is intended to outline the role of the Chair and Vice-Chair with respect to Board meetings, Board-Superintendent relationships, Board planning and corporate responsibilities.

The Chair and, in absence of the Chair, the Vice-Chair shall:

- 1. Organize and preside over meetings of the Board including:**
 - 1.1. Prior to each Board meeting conferring 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.
 - 1.2. Ensuring meetings are fair, open and thorough yet efficient, orderly and productive and ensure that each Trustee has a full and fair opportunity to be heard.
 - 1.3. Ensuring that Board meetings are conducted in accordance with the School Act, its policies and Roberts Rules of Order and ensuring meetings remain focused on Board governance matters.
 - 1.4. Acting as an ex-officio member of all committees appointed by the Board.
- 2. Ensure positive Board-Superintendent Relations by:**
 - 2.1. Keeping the Board informed of matters raised by the Superintendent that may impact the Board;
 - 2.2. Proactively informing the Superintendent of matters that may impact the administration of the District raised by trustees and/ or members of the community;

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- 2.3. Having regular contact with the Superintendent to maintain a working knowledge of current issues and events and to share information with the Board as appropriate;
 - 2.4. Facilitating the Superintendent's annual review process in alignment with Policy 216 *Role of Superintendent and Monitoring*.
 - 2.5. Monitoring and approving the expenses of the Superintendent.
3. Speaking and acting on behalf of the Board by:
 - 3.1. Bringing all matters requiring a corporate decision to the Board.
 - 3.2. Acting as a Signing Officer for the District and witness the use of the Corporate Seal as appropriate;
 - 3.3. Acting as chief spokesperson for the Board by stating positions consistent with Board direction and policies.
 - 3.4. Appoint trustee membership to advisory committees, ad hoc committees and Families of Schools.
4. Modelling Positive Leadership and Building internal and external relationships by:
 - 4.1. Ensuring that trustees are treated equally and ensuring equal access to information subject to the discretion provided in 2.1 above;
 - 4.2. Modelling positive leadership qualities and adhering to Board policies;
 - 4.3. Developing and maintaining positive relationships with Rightsholders, local and provincial officials and leaders of local interest groups that impact the District;
 - 4.4. In consultation with the Vice-Chair practicing distributed leadership by allowing trustees opportunities to act in leadership and representational capacities; and
 - 4.5. Proactively addresses inter-personal conflict, potential conflicts of interest and allegations of breaches of the Board's Code of Conduct.

Legal References:

Monitoring Method: *Board of Education / Superintendent*

Monitoring Frequency: *Triennial*

Amended: 2025.05.28