

#### **BACKGROUND**

The Board of Trustees recognizes the important role of the Board Chair and entrusts the Board Chair with primary responsibility for providing leadership and guidance to the Board. The Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board Chair leads the Board in fulfilling its responsibilities as described in Board policy and legislation and encourages effective governance of the school division.

#### **GUIDELINES**

The Board Chair is delegated the following responsibilities:

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with legislation and the policies as established by the Board.
  - 1.1 Maintain the order, proper conduct and decorum of the meeting.
  - 1.2 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak and ensure that all debate remains focused on the subject under consideration.
  - 1.3 Extend hospitality to trustees, officials of the Board, guests, the media and members of the public.
2. Act as the official spokesperson expressing the collective will of the Board, except for those instances where the Board Chair has delegated this role to another individual or group, and spokesperson for the Division when there are potential political implications.
3. Ensure regular contact with the Superintendent to stay informed of significant developments, current issues and events within the Division.
4. Keep the Board and Superintendent informed in a timely manner of significant matters coming to their attention that might affect the Board and/or Division.
5. Provide counsel to the Superintendent as requested.
6. Bring to the Board all matters requiring a corporate decision of the Board.
7. Serve on designated committees and act as an ex-officio member on any other Board committees.
8. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

## POLICY 5

### ROLE OF THE BOARD CHAIR

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9. Maintain positive, professional working relationships with:
  - 9.1 all members of the Board;
  - 9.2 the Superintendent;
  - 9.3 the ATA Local President;
  - 9.4 the Minister of Education;
  - 9.5 local MLAs;
  - 9.6 municipal-elected officials; and
  - 9.7 Board Chairs of other Alberta school boards.
10. Provide guidance to trustees and help them fulfill their role in a positive and effective manner and foster an environment of respect and cooperation.
11. Assist with the Board's orientation program for trustees and ensure the Board engages in regular evaluations of its effectiveness as a Board.
12. Review and approve the Vice-Chair's expense claims and additional honoraria, in accordance with Board policy and current administrative procedures.
13. Assist the Vice Chair with their duties, where reasonable, in their absence or inability to act.
14. Act as a signing authority for Board minutes.
15. Act as a signing authority for the Division.
16. Act on behalf of the Superintendent in their inability to act due to conflict of interest.
17. Perform any additional functions as directed by the Board.

#### **Legal Reference:**

- Section 33, 51, 52, 53, 64, 67 Education Act
- Board Procedures Regulation