

## **POLICY 7**

---

### **ROLE OF THE BOARD CHAIR**

Trustees shall elect a Board Chair at the annual organizational meeting of the Board, or at any time determined by the Board. The Board Chair is accountable to the Board and serves at the pleasure of the Board. The Board Chair is primarily responsible for providing leadership and guidance to the Board and for ensuring the integrity of the governing process in the District.

#### **Specific Responsibilities**

The Board Chair shall:

1. Provide governance leadership to the Board so that the Board and individual Trustees operate in accordance with the Board's policies and the requirements of provincial legislation.
2. Preside over Board meetings and ensure that such meetings are conducted in accordance with the School Act and the policies of the Board.
3. Keep the Superintendent and the Board informed of all matters coming to his/her attention that might affect the District.
4. Keep himself/herself informed of significant developments within the District.
5. Act as ex-officio member, with voting privileges, of all committees appointed by the Board, except where a quorum of the Board would be formed.
6. Represent the Board, or arrange alternative representation, at official meetings inside or outside the District.
7. Serve as the primary spokesperson for the Board of Trustees.
8. Accurately reflect the Board's position on issues to the media and advise Board members of information being given to the press and public.
9. Maintain regular contact with the Superintendent to establish a working knowledge of current issues and events and provide advice when items should be shared with the Board.
10. Bring all matters requiring a corporate decision to the Board.
11. Work closely with the Vice-Chair and Superintendent in the preparation of agendas for Board meetings.

12. Ensure that new trustees are familiar with the Trustee Code of Ethics as part of the new trustee orientation process.
13. Ensure that the Board engages in regular reviews of its effectiveness as a Board.
14. Ensure the Auditor's Report and Management Letter are brought to the Board for its consideration.
15. Ensure that long service and retirement awards to recipients are presented on behalf of the Board.
16. Arbitrate any disputes between the Superintendent and individual Trustees.
17. Address inappropriate behavior on the part of a Trustee.
18. Seek legal advice from ASBA when the Superintendent may be in a situation where a conflict of interest arises.

Reference: Section 60, 61, 62, 65, 150, School Act