

Policy 5

ROLE OF THE BOARD CHAIR AND THE VICE CHAIR

The Board's ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership. As such, the Board of Trustees shall at its inaugural and each annual organizational meeting thereafter elect one of its members to serve as Board Chair and another of its members to serve as Vice Chair, to hold office at the discretion of the Board. The Board acknowledges that the Chair and the Vice Chair exercise the same rights and obligations as other individual members of the Board to offer recommendations/motions, to discuss questions and to each cast a single vote thereon.

A board must engage in effective communication with school staff, students and their families, community members and others. Although individual trustees regularly communicate with their constituents, the Chair or designate is assigned the responsibility of spokesperson on behalf of the Board about the decisions of the Board.

In fulfilling the roles of Chair and Vice Chair, the Chair and Vice Chair are obligated to meet the specific Trustee responsibilities as outlined in the [Trustee Guide to Good Governance](#). In addition, the Chair is delegated by the Board and obligated to fulfill the specific duties and responsibilities outlined in Policy 5, Appendix A.

The Board Chair shall also fulfill all responsibilities outlined in the [Education Act](#) and other associated provincial legislation and requirements. The Chair and Vice Chair will model and build trust and confidence that the Board of Trustees will demonstrate stewardship of system resources with an emphasis on learner engagement, support and success.

The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence, and shall, when appointed, have all the duties and responsibilities of the Board Chair.

Legal Reference: [Relevant Legislation & Guidelines](#)

Appendix A

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are delegated by the Board to the Board Chair. The Board Chair will:

1. In accordance with [Policy 7 - Board Operations](#), prior to each Board meeting, confer with the Vice-Chair, the Superintendent and the Assistant Superintendent, Corporate Services/Secretary-Treasurer on the items to be included on the upcoming agenda. The Chair will also ensure that they are informed and prepared to lead discussion on all items.
2. Ensure that the Executive Team of the School Division provides Trustees with the information needed for informed Board discussion of the agenda items.
3. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the [Education Act](#), Board bylaws, policies, and procedures and be guided by *Robert's Rules of Order*.
4. Perform the following duties during Board meetings:
 - a. Maintain the order and proper conduct and decorum of the meeting with courtesy, tact, and impartiality so that motions may be formally debated.
 - b. Provide each Trustee an opportunity to speak on the subject under consideration.
 - c. Ensure that debate on the topic is relevant.
 - d. Decide questions of order and procedure, subject to an appeal to the rest of the Board by any member duly moved.
 - e. Call a vote on individual motions at the meeting by a formal show of hands and ensure that each Trustee present, votes on all issues before the Board.
5. Provide leadership to the Board in maintaining the Board's focus on the annual Board goals, [Policy 1 Division Foundational Statements](#), and 3-Year Education Plan.
6. Assist with the Board's orientation program for Trustees as outlined in the Trustee Guide to Good Governance.
7. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their attention that may unduly affect the Division.

8. Meet with the Superintendent regularly to discuss Board and Division matters including any concerns raised about the Superintendent.
9. Review and approve the Superintendent's vacation entitlement and expenditure claims.
10. Review, approve, and submit trustee monthly expenditure claims, in accordance with Board policy. The Vice Chair will review, approve, and submit the Chair's monthly expenditure claims in accordance with Board policy.
11. Bring to the Board all matters requiring a corporate decision of the Board.
12. Act as ex-officio member of all Board committees, with the exception of the Student Expulsion Committee.
13. Act as a signing authority for Board minutes.
14. Act as a signing authority for the Division as follows:
 - a. As required by the Government of Alberta.
 - b. Changes to Utility Purchasing Consortia agreements.
 - c. As required by financial institutions.
15. Represent the Board, or delegate a designate, at official meetings, including Alberta Education and provincial association meetings, as well as at public functions.
16. Address inappropriate behaviour on the part of a Trustee as outlined in Policy 4 and its appendix.
17. Ensure the Board engages in regular assessments of its effectiveness as a Board.

Legal Reference: [Relevant Legislation & Guidelines](#)