



## **POLICY 5: ROLE OF THE BOARD CHAIR**

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The trustees shall elect a Board Chair at the annual organizational meeting of the Board. The Board Chair is accountable to the Board and may be removed from office at any time by a simple majority of trustees at a regular or special meeting of the Board.

### **Specific Responsibilities**

The Board Chair shall:

1. Model involvement in a faith community within the Division.
2. Ensure that the Board operates in accordance with its own policies and procedures.
3. Ensure that board meetings are run in an orderly and effective fashion and in accordance with provincial legislation and the policies and procedures adopted by the Board.
4. Keep the trustees and the Superintendent informed on all matters that might affect the educational opportunities in the Division.
5. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
6. Represent the Board, or arrange alternative representation, at official meetings inside and outside of the Division.
7. Work closely with the Superintendent regarding all governance related aspects of the Division's activities.
8. Consult with the Superintendent in the preparation of the agenda for regular meetings of the Board.
9. Call and preside over all regular and special meetings of the Board.
10. Ensure that the Board engages in regular assessments of its effectiveness as a board.
11. Approve of the distribution of any material to the public concerning the governance of the Division.

12. Act as a signing officer for the Division, where required.
13. In consultation with the members of the Board, appoint the chairs of all standing committees of the Board.
14. Be an ex-officio member of all standing committees.
15. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the Division.
16. Provide counsel to the Superintendent when requested to do so.
17. Bring to the Board all matters requiring a decision of the Board.
18. Address inappropriate behavior on the part of a trustee.
19. Approve Superintendent's expenses.