

## ROLE OF THE BOARD CHAIR

### Background

The Board of Trustees, 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 entrusts to its Chair the primary responsibility of providing leadership and guidance.

### Guidelines

#### 1. Specific responsibilities

The Board delegates to the Chair the following powers and duties:

- 1.1. Preside over all Board meetings and ensure such meetings are conducted in accordance with the *Education Act* and the policies and procedures as established by the Board.
- 1.2. Prior to each Board meeting, confer with the Board Vice-Chair, designated trustee and Superintendent on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
- 1.3. Be familiar with basic meeting procedures—Roberts Rules of Order.
- 1.4. Perform the following duties during Board meetings:
  - 1.4.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
  - 1.4.2. Ensure all issues before the Board are well-stated and clearly expressed.
  - 1.4.3. Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration.
  - 1.4.4. Ensure that debate is relevant. When the Board Chair is of the opinion that the discussion is not relevant to the question, the Board Chair shall remind members they must speak to the question.
  - 1.4.5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other members and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
  - 1.4.6. Submit motions or other proposals for a formal decision of the Board by a show of hands.
  - 1.4.7. Ensure each trustee present votes on all issues before the Board. When appropriate, advise Board members of a possibility of a conflict of interest.
  - 1.4.8. Extend hospitality to trustees, officials of the Board, media and members of the public.
- 1.5. Keep informed of significant developments within the Division.
- 1.6. Assist with the Board's orientation program for trustees.

- 1.7. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their attention that might affect the Division.
- 1.8. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
- 1.9. Convey directly to the Superintendent concerns by trustees, parents, guardians or students that may affect the administration of the Division.
- 1.10. Provide counsel to the Superintendent.
- 1.11. Review and approve the Superintendent's vacation entitlement and expenditures.
- 1.12. Bring to the Board all matters requiring a corporate decision of the Board.
- 1.13. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group, and for the Division when there are potential political implications.
- 1.14. Act as an ex-officio member of all Board committees, except the Student Expulsion Committee and Teacher Collective Agreement Negotiating Committee.
- 1.15. Act as a signing authority for the Board minutes.
- 1.16. Act as a signing authority for the Division.
- 1.17. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
- 1.18. Address inappropriate behaviour by trustees, as per [Board Policy 4: Code of Conduct](#).
- 1.19. Ensure the Board engages in annual assessments of its effectiveness.
- 1.20. Act on behalf of the Superintendent's inability to act due to conflict of interest.
- 1.21. Foster, develop and maintain positive, professional working relationships with:
  - 1.21.1. all members of the Board;
  - 1.21.2. the Superintendent and staff;
  - 1.21.3. the ATA Local President;
  - 1.21.4. the Employee Relations Group Chair;
  - 1.21.5. the Minister of Education;
  - 1.21.6. locally elected MLAs;
  - 1.21.7. municipal-elected officials; and
  - 1.21.8. board chairs of other Alberta school boards.

## References

Sections 33, 51, 52, 53, 64, 67 *Education Act*

Last reviewed:      Last updated:

Nov. 26, 2015

Oct. 24, 2016

Dec. 4, 2017

Feb. 19, 2019

Dec. 11, 2019

April 23, 2020

Feb 9, 2021

Feb 8, 2022

March 1, 2022

Feb 14, 2023

March 16, 2023

Dec. 5, 2023

Dec. 14, 2023

Jan. 13, 2025