

BOARD CHAIRPERSON - ELECTION, ROLE, AND RESPONSIBILITIES

ELECTIONS

At its inaugural Public Board Meeting in November following a general local election, the Board of Education ("Board") shall elect one of its members to serve as Board Chairperson.

To ensure fairness and transparency in leadership selection, the Board shall conduct an election for the Chairperson and Vice-Chairperson each November to serve for the coming year. The election will be conducted at a Public Board Meeting following the Board-approved procedure for the election.

If the Chairperson resigns before the annual election, the position shall be declared vacant, and the Board shall hold an election at the next scheduled Public Board Meeting. Until the election occurs, the Vice-Chairperson shall assume the responsibilities of Chairperson.

ROLE

The Board entrusts the Chairperson with the primary responsibility of ensuring the integrity of the Board's processes and representing the Board to the broader community.

The role of the Chairperson is to facilitate the work of the Board, ensure effective governance, and articulate the collective decisions of the Board. The Chairperson does not have the authority to make decisions beyond policies established by the Board, nor do they have the authority to supervise or direct staff. The Chairperson may only speak on behalf of the Board regarding decisions already made and must not present personal opinions as Board decisions.

RESPONSIBILITIES

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

Board Meeting Responsibilities

1. Confers with the Vice-Chairperson, Superintendent and Secretary Treasurer before each Board meeting to review and finalize the agenda.
2. Presides over all Board meetings, ensuring they are conducted in accordance with the School Act, Board policies and procedures, and Robert's Rules of Order.
3. Facilitates Board discussions by:
 - a) Ensuring all issues are clearly presented.
 - b) Providing every Trustee with an equal opportunity to be heard and contribute to the collective decision-making process.
 - c) Keeping discussions focused on the topic under consideration.
 - d) Ensuring all Trustees present vote on matters before the Board.
 - e) Extending professional courtesy to Trustees, Board officials, media, and members of the public.

Governance and Communication Responsibilities

4. Maintains awareness of significant developments within the District.
5. Keeps the Board, Superintendent and Secretary Treasurer informed of matters that may impact the District.
6. Maintains regular communication with the Superintendent and Secretary Treasurer to stay informed on key issues.
7. Conveys directly to the Superintendent and Secretary Treasurer any concerns or questions raised by Trustees, parents, students, or employees that may significantly impact District administration.
8. Brings matters requiring Board decisions to the full Board for consideration.
9. Serves as the official spokesperson for the Board, articulating Board positions in accordance with Board direction and established policies. The Board may delegate this role to another individual or group as necessary.

Committee and Administrative Responsibilities:

10. Serves as a signing officer for the Board as outlined in Board policy.
11. Serves as an officer of the Board authorized to witness the use of the Board's corporate seal when required.
12. Represents the Board or arranges alternative representation at official meetings or public functions.

Leadership and Oversight Responsibilities

13. Ensures the Board engages in regular self-assessments to evaluate its effectiveness.
14. Oversees the Board's responsibility for the performance evaluation of the Superintendent.
15. Establishes and maintains efficient processes to manage the Board's business effectively.
16. Promotes public confidence in the Board's governance by fostering transparency, accountability, and ethical leadership.
17. Works with the Vice-Chairperson to support the work of the Board when needed.

APPROVED: October 10, 2012

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