



SD 42 POLICY: 2915

BOARD CHAIRPERSON - ELECTION, ROLE AND RESPONSIBILITIES

1. ELECTIONS

At its inaugural meeting following a general local election, and for the balance of the term of office, at the regular November meeting, the Board shall elect one of its members to serve as Board Chairperson, to hold office at the pleasure of the Board.

Each November, the Board will conduct an election for Chairperson and Vice-Chairperson for the coming year. The election will be conducted at a Public Board Meeting following the Board approved procedure for the election of Chairperson and Vice-Chairperson.

A Trustee may not hold the office of Chairperson for more than two (2) consecutive terms of office. Term of office is defined as the period between two general school elections as defined in the School Act Section 35 (1). The position of Vice-Chairperson has no restriction on the number of terms a Trustee may hold this office.

In the event that the Chairperson resigns prior to the annual elections, the position will be deemed vacant and an election will take place at the next public board meeting. The Vice-Chairperson will act as Chairperson until the election has occurred.

2. ROLES

The Board entrusts to its Chairperson primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community.

The Board also believes that a position of leadership must be selected in a fair and equitable manner, therefore, each year the Chairperson and Vice-Chairperson will be elected from among the Trustees.

A Board Chairperson is an equal, with no more power or authority than any other Trustee outside the Board of Education setting. They do however, have an additional function and responsibility to speak for, and represent the positions and decisions of the Board of Education. The Chairperson's role is limited to speaking only for what the School Board has already decided, to receive input, or to bring matters to the Board of Education for consideration.

3. RESPONSIBILITIES

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

- (a) Prior to each Board meeting confers with the Vice-Chairperson, Superintendent and Secretary Treasurer on items included on the Agenda, and become thoroughly familiar with them.
- (b) Presides over all Board meetings and ensures that such meetings are conducted in accordance with the *School Act*, the policies and procedures as established by the Board, and *Robert's Rules of Order*.
- (c) Performs the following duties during Board meetings:
 - i. Ensures that all issues before the Board are well stated and clearly expressed.

- ii. Ensures that each Trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed, and a corporate decision reached.
 - iii. Directs the discussion by Trustees to the topic being considered by the Board.
 - iv. Ensures that each Trustee present votes on all issues before the Board.
 - v. Extends hospitality to Trustees, officials of the Board, the press, and members of the public.
- (d) Keeps informed of significant developments within the District.
 - (e) Keeps the Board, Superintendent and Secretary Treasurer informed of all matters coming to their attention that might affect the District.
 - (f) Is in regular contact with the Superintendent and the Secretary Treasurer to maintain a working knowledge of current issues and events.
 - (g) Conveys directly to the Superintendent and the Secretary Treasurer, such concerns or questions as are related to them by Trustees, parents, students or employees which may significantly affect the administration of the District.
 - (h) Brings to the Board, all matters requiring a corporate decision of the Board.
 - (i) Acts as the chief spokesperson for the Board by stating positions consistent with Board direction and policies (except for those instances where the Board has delegated this role to another individual or group).
 - (j) Acts as ex-officio member of all committees appointed by the Board.
 - (k) Acts as a signing officer for the School District as directed by Board Policy.
 - (l) Serves as an officer of the Board authorized to witness the use of the Board's corporate seal, when required.
 - (m) Represents the Board or arranges alternative representation at official meetings or other public functions.
 - (n) Ensures the Board engages in regular assessments of its effectiveness as a Board.
 - (o) Ensures the Board engages in a regular assessment of the Superintendent and the Secretary Treasurer performance as required by their individual employment contract.
 - (p) Sets out the effective process to deal with the business of the Board.
 - (q) Creates a tone at the top to maintain public confidence in the management of the affairs of the Board.

APPROVED: October 10, 2012
AMENDED: February 3, 2016
REVIEWED: February 26, 2019
REVIEWED: January 2021