



**SD42 POLICY: 2915**

**BOARD CHAIRPERSON -  
ELECTION, ROLE, AND RESPONSIBILITIES**

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**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**

**UPDATED: April 2025**

**ITEM 10**  
**Attachment B2**  
Track Changes Version



**SD42 POLICY: 2915**

**BOARD CHAIRPERSON -  
ELECTION, ROLE, AND RESPONSIBILITIES**

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**ELECTIONS**

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

~~Each November~~ To ensure fairness and transparency in leadership selection, the Board ~~will~~ 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 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~~ If the Chairperson resigns prior to before the annual ~~elections~~ election, the position ~~will~~ shall be ~~deemed~~ declared vacant, and the Board shall hold an election will take place at the next ~~public board meeting. The~~ scheduled Public Board Meeting. Until the election occurs, the Vice-Chairperson ~~will act as~~ shall assume the responsibilities of Chairperson ~~until the election has occurred.~~

**~~1. ROLES~~**  
**ROLE**

The Board entrusts ~~to its~~ the Chairperson with the primary responsibility ~~for safeguarding of~~ ensuring 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~~ role of 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 to facilitate the work of Education setting. They do however, have an additional function and responsibility to speak for, and represent the Board, ensure effective governance, and articulate the positions and collective decisions of the Board of Education. The Chairperson's role is limited to speaking only for what Chairperson does not have the School Board has 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 decided, to receive input, or to bring matters to the Board of Education for consideration made and must not present personal opinions as Board decisions.~~

## RESPONSIBILITIES

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

### **Prior to each Board meeting confers Meeting Responsibilities**

1. Confers with the Vice-Chairperson, Superintendent and Secretary Treasurer ~~on items included on the Agenda, before each Board meeting to review and become thoroughly familiar with them~~finalize the agenda.
2. Presides over all Board meetings ~~and ensures that such meetings, ensuring they~~ are conducted in accordance with the School Act, the Board policies and procedures ~~as established by the Board~~, and Robert's Rules of Order.
3. ~~Performs the following duties during~~Facilitates Board meetings~~discussions by:~~
  - a) ~~Ensures that~~Ensuring all issues ~~before the Board are well stated and clearly expressed~~presented.
  - b) ~~Ensures that each~~Providing every Trustee ~~has a full and fair with an equal~~ opportunity to be heard and ~~understood by the other members of the Board in order that contribute to the collective opinion can be developed, and a corporate decision reached making process.~~
  - c) ~~Directs the discussion by~~Keeping discussions focused on the topic under consideration.  
~~Ensuring all~~ Trustees ~~to the topic being considered by the Board.~~
  - d) ~~Ensures that each Trustee present~~ votes~~vote~~ on all issues~~matters~~ before the Board.
  - e) ~~Extends hospitality~~Extending professional courtesy to Trustees, Board officials ~~of the Board, the press, media~~, and members of the public.

Keeps informed

### **Governance and Communication Responsibilities**

4. Maintains awareness of significant developments within the District.
5. Keeps the Board, Superintendent and Secretary Treasurer informed of ~~all matters coming to their attention that might affect~~may impact the District.
6. ~~Is in~~Maintains regular ~~contact~~communication with the Superintendent and ~~the~~ Secretary Treasurer to ~~maintain a working knowledge of current~~stay informed on key issues ~~and events.~~
7. Conveys directly to the Superintendent and ~~the~~ Secretary Treasurer, ~~such any~~ concerns or questions ~~as are related to them~~raised by Trustees, parents, students, or employees ~~which that~~ may significantly ~~affect the~~impact District administration ~~of the District.~~
8. Brings ~~to the Board, all matters requiring a corporate decision of~~Board decisions to the full Board for consideration.
9. Acts~~Serves~~ as the ~~chief~~official spokesperson for the Board ~~by stating, articulating~~ Board positions ~~consistent in accordance~~ with Board direction and established policies ~~(except for those instances where the Board has delegated. The Board may delegate this role to another individual or group).~~ as necessary.  
~~(a) Acts as ex-officio member of all committees appointed by the Board.~~

### **Acts Committee and Administrative Responsibilities:**

10. Serves as a signing officer for the ~~School District as directed by~~ Board Policy ~~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 other public functions.

### **Leadership and Oversight Responsibilities**

13. Ensures the Board engages in regular self-assessments ~~to evaluate~~ its effectiveness ~~as a Board~~.
14. ~~Ensures Oversees~~ the ~~Board engages in a regular assessment~~ Board's responsibility for the performance evaluation of the Superintendent.
  - (a) ~~Establishes~~ and the ~~Secretary Treasurer performance as required by their individual employment contract~~.
15. ~~Sets out the effective process~~ maintains efficient processes to ~~deal with~~ manage the Board's business ~~of the Board~~ effectively.
16. ~~Creates a tone at the top to maintain~~ Promotes public confidence in the ~~management of the affairs of the Board~~ 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**

**~~AMENDED: February 3, 2016~~**

**~~REVIEWED: February 26, 2019~~**

**~~REVIEWED: January 2021~~**

**UPDATED: April 2025**