



## **ROLE OF THE CHAIR AND VICE-CHAIR**

### **Role of the Chair**

The chair leads the board in achievement of the district vision and goals, fulfillment of its governance responsibilities and ensuring the integrity of the board's governance processes. The chair is the board's spokesperson and represents the board in the community.

#### **1. Meetings and Committees**

- 1.1 Preside over and conduct the meetings of the board ensuring they are orderly, efficient, procedurally fair and remain focused on board governance matters.
- 1.2 Establish board meeting agendas in consultation with the vice-chair, superintendent, associate superintendent and secretary-treasurer and in a manner that is consistent with the board's annual work plan.

#### **2. Board-Superintendent Relations**

- 2.1 Be in regular contact with the superintendent to maintain a working knowledge of current issues and significant developments within the district.
- 2.2 Keep the board and the superintendent informed in a timely manner of all matters coming to the chair's attention that might affect the governance and administration of the district.
- 2.3 Lead the board's evaluation of the superintendent, associate superintendent and secretary-treasurer and take responsibility for reporting the evaluations to the board and to the superintendent, associate superintendent and secretary-treasurer.
- 2.4 Lead a monthly review and sign off on all superintendents expenses, sick leave and holidays.

#### **3. Board Integrity**

- 3.1 Monitor the Board's conduct to ensure it is consistent with the board's governance policies and any lawful obligations imposed on the board.
- 3.2 Lead periodic board self-evaluations to ensure continuous improvement of board governance practices.
- 3.3 Model the trustee code of conduct by conducting themselves in a manner that is ethical, empathetic, respectful and focused on the educational interests of students and the district.
- 3.4 All Board Pro-d initiatives shall be determined by all Board members.

#### **4. Fulfil the duties established under the School Act.**

### **Role of the Vice-Chair**

1. Chair the confidential meetings of the board.

2. Participate in meetings to establish board meeting agendas.
3. Recommend to the board the appointment of board members to organizations outside the district who are not otherwise elected to the appointment by the board.
4. In the absence of the chair, the vice-chair shall perform the duties of the chair and, in the absence of the chair and vice-chair, the board shall designate another board member to perform the duties of the chair.
5. After the adoption of a new Strategic Plan, the Vice-Chair and the Superintendent shall meet to prepare recommendations for the Board of Education regarding committees that facilitate the successful implementation of the plan.

Legal References:	<i>School Act Secs.65-67, 85</i>
Monitoring Method:	<i>Internal Reports/Board and Superintendent</i>
Monitoring Frequency:	<i>Annual</i>
Adopted:	<i>June 25, 2013</i>
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