

## Policy 6 - Role of the Chairperson

### **Purpose:**

In accordance with Board By-Laws (Policy 5), the Board of Trustees will select a chairperson at the annual organizational meeting. The Chairperson's position is at the pleasure of the Board.

The primary responsibility of the Chairperson is to assist the members of the Board to operate effectively and efficiently as a group. The Chairperson is the main liaison between the Board and the Superintendent. The Chairperson will keep the Board informed of communications between the Chairperson and the Superintendent.

### **Specific Responsibilities**

1. The Chairperson shall be responsible for fulfilling the duties and responsibilities assigned to the position in legislation and the By-Laws of the Board.
2. The Chairperson shall ensure that the Board operates in accordance with its policies.
3. The Chairperson shall, where possible, confer with the Superintendent prior to each Board meeting in order to establish the agenda and become familiar with the items and materials included.
4. The Chairperson or designate shall chair each Board meeting in accordance with Board By-Laws, ensuring that all Trustees have the opportunity to participate in the meeting and make their views known in order that a collective opinion can be developed and a corporate decision reached.
5. At the first Committee of the Whole meeting following the annual organizational meeting, the Chairperson shall, following consultation with the Trustees, select the Trustees to serve on committees of the Board.
6. The Chairperson shall serve as the official spokesperson for the Board and must confine any remarks to existing Board policy or Corporate positions. The Chairperson may delegate this responsibility. The Chairperson will report activities as spokesperson back to the Board.
7. The Chairperson should initiate contact with other elected officials, including Members of the Legislative Assembly, in order to advocate existing Board policy or corporate positions. The Chairperson will report these contacts back to the Board.
8. The Chairperson shall have cheque signing authority for the District.
9. The Chairperson shall:
  - i. Have authorization and or approval of the Superintendent's expenses;
  - ii. Be responsible for the authorization of Professional Development for the Superintendent;
  - iii. Be responsible for authorization and or approval of Superintendent's duty travel;
  - iv. Be responsible for the authorization and or approval of vacation time leave requests by the Superintendent; and,
  - v. Track the above authorization and/or approvals and make it available to Trustees on request.
10. The Chairperson shall organize a review of the Strategic Plan annually and a renewal of the Strategic Plan every 4 years.

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### References/Related Documents:

- *Education Act*
- Administrative Procedures

Revision History			
Version #	Revision Description	Approved Date	Review Date
<b>1-3</b>	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 Sept 2012 Mar 2017	2022-2026 Board
<b>3.1</b>	Reviewed and added item #10: The Chairperson shall organize a review of the Strategic Plan annually and a renewal of the Strategic Plan every 4 years.	TBD	Fall 2025