

ROLE OF THE BOARD CHAIR AND VICE CHAIR

The role of the Chair and Vice Chair are critical in ensuring effective meeting processes, in establishing a positive tone for the Board of Education, and representing the Board to their education partners, Rightsholders, the media and the general public.

The Chair and the Vice Chair have no more power or authority than any other trustee. Although these positions assume a leadership role, they must adhere to the Board's directions and may not act unilaterally, nor supervise or direct staff.

The Chair and Vice Chair work closely with the Superintendent and Secretary Treasurer to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of senior leadership.

Specific Responsibilities of the Board Chair

The Board delegates and assigns to the Chair the following duties and responsibilities:

1. To protect the integrity of Board process and Board cohesion.
2. Prior to each Board meeting, review the Board Annual Board Work Plan, meet with the Vice Chair, the Superintendent and Secretary Treasurer to determine the items to be included in the proposed agenda.
3. To preside over all Board meetings and ensure that such meetings are conducted in accordance with the *School Act*, the bylaws, policies and procedures as established by the Board.
4. To perform the following duties during Board meetings:
 - 4.1. Maintain the order and proper conduct and decorum of the meeting.
 - 4.2. Ensure that issues being presented for the Board's consideration are clearly articulated and explained.
 - 4.3. Facilitate a collaborative decision-making process where there is reasonable opportunity for every trustee to be heard and understood; by displaying firmness, courtesy, tact, and impartiality.
5. To convey to the Superintendent any concerns which may significantly affect the administration of the school district.
6. To be in regular contact with the Superintendent to maintain a working knowledge of current issues and events within the school district.
7. To bring to the Board all matters requiring a corporate decision of the Board.

Policy 1.22

8. To act as chief spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual).
9. To attend all regularly called Board Chair meetings of the British Columbia School Trustees Association and Ministry of Education and Child Care.
10. To act as an ex-officio non-voting member of all committees appointed by the Board.
11. To act as a signing authority for Board minutes, and as required by the government of B.C. and financial institutions.
12. To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government or other organizations.
 - 12.1. When representing the Board at official meetings or in an official function, the Chair is limited to speaking for positions the Board has determined through approved motions. The Chair will bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction.
 - 12.2. The Chair will share with the Board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.
13. To ensure that the Board engages in a formal governance review at least once during the Board's term of office.
14. To consult with trustees, and facilitate appointments for:
 - 14.1. Standing committees Chairs
 - 14.2. School liaison assignments;
 - 14.3. Representatives to external organization; and
 - 14.4. Other Board committees.
15. Address inappropriate behaviour on the part of a trustee as per Board policy.
16. Assist with the Board orientation program for new trustees.
17. Manage the Superintendent of Schools/Chief Executive Officer contract on the Boards behalf by bringing any relevant matters to the Board's attention in a timely manner.

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Specific Responsibilities of the Board Vice Chair

1. The Vice Chair shall act on behalf of the Chair, in the latter's absence and in such an event shall have all the duties and responsibilities of the Chair.
 2. The Vice Chair shall assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
 3. Prior to each Board meeting, the Vice Chair shall review the Board Annual Work Plan, meet with the Chair, the Superintendent and the Secretary Treasurer.
 4. The Vice Chair shall be an alternate signing officer of the Chair.
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Related Legislation: School Act Sections 65 (3), 67, 70

Related Contract Article: Nil

Approved: 2023.06.27

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