

ROLE OF THE BOARD CHAIR

At its first regular November meeting the Board shall elect one of its members to serve as Board Chair at the pleasure of the Board. At this meeting, the Secretary Treasurer shall preside until a Board Chair is elected; at which time, the Chair will preside. The Board entrusts the individual elected as Chair to safeguard the integrity of the Board's processes and to represent it locally and provincially. This position will be held until the following November election. Although it is normally a one-year term, a majority of the Board may elect a new chair at any time (*School Act*, sec. 67).

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

1. Prior to each Board meeting, meet with the Vice-Chair, the Superintendent and Secretary-Treasurer to determine the items to be included in the agenda, and to become thoroughly familiar with them.
2. To chair all public and closed 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.
3. At the start of Board meetings the Chair will extend the Board's hospitality to all in attendance and remind those assembled that the meeting is being held on Tla'amin Traditional Lands.
4. To perform the following duties during Board meetings:
 - 4.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
 - 4.2. To ensure that issues being presented for the Board's consideration are clearly articulated and explained, and each trustee has a fair opportunity to be heard and understood by all the other trustees so that a collective opinion can develop, and a corporate decision reached.
 - 4.3. Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration in order that a Board decision can be reached.
 - 4.4. To direct the discussion by trustees to the topic being considered by the Board.
 - 4.5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. They will speak to points of order in preference to other members.
 - 4.6. Determine disposition of each motion by a formal show of hands except where a ballot is required/used.
 - 4.7. Ensures that each Trustee votes on the issues before the Board.
5. Keep informed of significant developments within the District.
6. Keep the Superintendent and Board informed of all District related matters or concerns coming to their attention and conveying directly to the Superintendent these concerns or questions which may significantly affect the administration of the District.

Adopted: May 18, 2022

Reviewed: October 11, 2023

Revised:

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7. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
8. Bring all matters requiring a corporate decision to the Board.
9. Act as a District signing authority.
10. 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 or group).
11. Oversee the election of trustees to provincial affiliation groups including BCSTA and BCPSEA.
12. Make trustee appointments to:
 - 12.1. Representative to organizations; and
 - 12.2. Board committees.
13. To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government, other organizations, or at hearings. 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 passing motions. The Chair shall bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The Chair shall 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.
14. To ensure that the Board engages in regular assessments of its effectiveness as a Board.
15. Address inappropriate behaviour on the part of a trustee as per policy 4 sanctions.
16. Manage the Superintendent contract on the Board's behalf by bringing any relevant matters to the Board's attention in a timely manner. In addition, each month the Chair shall sign off on the Superintendents expenses as well as vacation and sick leave, days earned, taken, and accumulated.
17. Assist with the Board orientation program for new trustees.

Legal Reference: Sections 65, 67, 69, 70, 85 *School Act*

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