



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy A.2.4 Role of the Chair / Vice-Chair

Date Passed: April 28, 2020

Date Revised:

ROLE OF THE CHAIR/VICE CHAIR

The Chairperson and the Vice-Chairperson shall be elected for a term of one (1) year in December of each year. The Vice-Chair shall act on behalf of the Board Chair if the Chair is absent or in conflict. When this situation arises, Vice-Chair shall have all the duties and responsibilities of the Board Chair. The Chair and Vice Chair are expected to fulfill the Roles of a Trustee in addition to being responsible for the items listed below.

The Board Chair/Vice Chair Responsibilities:

- Act as the official spokesperson for the Board, ensuring that they speak for the Board as a whole and refrain from expressing personal viewpoints.
- Prior to each Board meeting confer with the Superintendent, and/or the Secretary Treasurer to review requests for delegations and set the meeting agenda.
- Conduct board meetings in a manner that is in accordance with the policies and procedures established by the Board, ensuring that meetings are run with efficiency, impartiality and openness while providing an environment where all trustees have an opportunity to speak on items related to the meeting agenda.
- Act as a signing officer for the District.
- Take any inappropriate trustee behavior to the Board for resolution.