

POLICY 1.2.1 ROLE OF THE CHAIR AND VICE-CHAIR

The role of the Board of Education Chair is critical in ensuring effective meeting processes and in setting the tone of the Board. The Chair is also most often the appointed public face of the Board, serving as its primary spokesperson.

The Chair is an equal, with no more power or authority than any other Trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally.

The Chair works closely with the Superintendent to ensure that the direction of the Board is understood and works with the Board to present and clarify any concerns of the administration.

The Chair and the Vice-Chair are elected for a term of one (1) year in November or December of each year.

The Vice-Chair shall act on behalf of the Chair if the Chair is absent or has a conflict of interest. In this circumstance, the Vice-Chair shall have all the duties and responsibilities of the Chair.

Specific responsibilities of the Chair include:

- 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 set the meeting agenda and review requests for delegations;
- 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;
- immediately share with the Superintendent any significant information that may impact the Board or District;
- appoint Board representatives to all internal committees and liaison responsibilities in consultation with Trustees;
- act as a signing officer for the District; and
- sign all Board correspondence.

The Vice-Chair will assume all duties of the Chair in their absence.