

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the Organizational Meeting and afterwards at any time determined by the Board, shall elect one of its members to serve as Board Chair, to hold office during the pleasure of the Board.

The Board Chair shall:

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the following in the priority of:
  - 1.1 *Education Act*
  - 1.2 Board Bylaws or Procedural Bylaws
  - 1.3 Board Policies and Administrative Procedures
  - 1.4 Robert's Rules of Order
2. Confer with the Superintendent and Board Vice-Chair, prior to each Board meeting, on the items to be included on the agenda, and the order of these items. Agenda planning for Board meetings held at Regional Office may also include an additional trustee. The Board Chair shall send out the In Camera and Board Calendar list the day before the Board meeting to Trustees, Superintendent and Secretary Treasurer.
3. Perform the following duties during Board meetings:
  - 3.1 Ensure that all issues before the Board are well stated and clearly expressed.
  - 3.2 Ensure that each Trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
  - 3.3 Direct the discussion by Trustees to the topic being considered by the Board.
  - 3.4 Ensure that each Trustee present votes on all issues before the Board.
  - 3.5 Extend hospitality to Trustees, officials of the Board, the press, and members of the public.
4. Keep informed of significant developments within the Division.
5. Keep the Superintendent and the Board informed of all matters coming to their attention that might affect the Division or be of relevance at the provincial level.
6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
7. Bring to the Board all matters requiring a corporate decision of the Board.
8. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group. This includes written and oral communication, as directed by the Board.
9. Act as ex-officio member, with voting privileges, of all committees appointed by the Board.

10. Act as a signing officer for the Division.
11. Represent the Board, or arrange alternative representation, at official meetings.
12. Ensure that the Board engages in regular assessments of its effectiveness as a Board.
13. Notwithstanding a formal complaint launched under Policy 4 Appendix Trustee Code of Conduct Sanctions, address an individual trustee's code of conduct using the following forms of communication:
  - Personal contact
  - Formal discussion
  - Letter of clarification
  - Letter of redirection
14. Act as direct supervisor of the Superintendent, on behalf of the Board, including but not limited to:
  - 14.1 Being familiar with the personnel file of the Superintendent and ensure that documentation is filed appropriately with Human Resources.
  - 14.2 Approval of all absences including personal and vacation; acknowledgement of medical absences:
    - 14.2.1 Vacation days need prior approval before vacation days may be taken.
    - 14.2.2 Any changes made to days of leave after they have been entered into the system need to be approved by the Board Chair. Days taken should be claimed in half-day increments.
    - 14.2.3 The Board Chair shall be advised of unused medical, personal, and vacation day banks twice per year.
15. Approve all expenses related to the Office of the Superintendent. Employment-related expenses, when paid for by another Division purchase card or purchase order, require approval by the Board Chair (example: smartphone, laptop).
16. Approve Superintendent Professional Development requests in advance of the event and in accordance with AP 40-24 Professional Development.
17. Obtain legal counsel when supported by the Vice-Chair and either the Superintendent or the Secretary Treasurer.
18. Review Board News from regular board meetings prior to publication.

**Reference:**

[Education Act](#)  
[Board Procedures Regulation](#)  
[AP 30-12 Purchasing Card Program](#)  
[AP 40-24 Professional Development](#)