



Christ the Teacher Catholic Schools **Board Policy**

Policy Title: Role of the Board Chair

Code: BP 5

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

The Board Chair shall hold office at the pleasure of a majority of the Board until the next organizational meeting and shall be eligible for re-election. In the event of the office becoming vacant during the year, a new Board Chair shall be elected in a manner similar to that followed in the election of the Board Chair at the organizational meeting.

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

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the Education Act and the policies and procedures as established by the Board and where those are silent, Robert's Rules of Order.
2. Prior to each Board meeting, confer with the Vice-Chair and the Director on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
3. Perform the following duties during Board meetings:
 - 3.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
 - 3.2 Ensure that all issues before the Board are well-stated and clearly expressed.
 - 3.3 Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration in order that collective opinion can be developed and a corporate decision reached.
 - 3.4 Ensure that debate is relevant. The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
 - 3.5 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Chair may speak to points of order in preference to other members.
 - 3.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
 - 3.7 Remaining Impartial:

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- 3.7.1 The Chair has a duty to remain impartial. The Chair shall refrain from commenting on the merits of pending questions.
- 3.7.2 The Chair may draw to the attention of the Board any factors which may be crucial and relating to the pending question and which appear to have been overlooked by the Board.
- 3.7.3 In the event that the Chair decides to take part in the debate of a pending matter, the Chair shall call upon the Vice-Chair to take the Chair. In the event that the Vice-Chair has already spoken or desires to speak to the pending matter, the Chair shall appoint another member who has not spoken and does not desire to speak on the pending matter.
- 3.7.4 With the unanimous consent of the Board, the Chair may speak to the pending matter without vacating the Chair.
- 3.8 Extend hospitality to other Board Members, officials of the Board, the press, and members of the public.
- 3.9 Exclude from attendance individuals displaying improper conduct as determined by the Chair.
- 4. Keep informed of significant developments within the Division.
- 5. Keep the Board and the Director informed in a timely manner of all matters coming to his/her attention that might affect the educational opportunities in the Division.
- 6. Be in regular contact with the Director to maintain a working knowledge of current issues and events.
- 7. Convey directly to the Director such concerns as are related to him/her by Board Members, parents, students or employees which may affect the administration of the Division.
- 8. Provide counsel to the Director when requested to do so.
- 9. Bring to the Board all matters requiring a decision of the Board.
- 10. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
- 11. Act as an ex-officio member of all committees appointed by the Board.
- 12. Act as a signing officer for the Division.
- 13. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

14. Represent the Board, or arrange for alternative representation, at Board Chairs Council.
15. Nominate Board Members for standing and special Committees of the Board.
16. Address inappropriate behaviour on the part of a Board Member.
17. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

Reference: Sections 72, 104 Education Act

Date Issued: November 2007

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