



POLICY 1.21 ROLE OF THE CHAIRPERSON & VICE-CHAIRPERSON

The Board of Education believes that the roles of the Chairperson and Vice-Chairperson support effective meeting processes and are central in setting the tone of the Board.

Role of the Chairperson

The Chairperson is often the appointed public face of the Board, serving as its primary spokesperson. When trustees elect the Board Chairperson, they are selecting a person who will conduct their official meetings, and who will represent them to rightsholders, education partners and the general public.

In fulfilling this role, the Chairperson is an equal, with no more power or authority than any other trustee. The Chairperson has additional functions and responsibilities to speak for and represent the positions and decisions of the Board. In this regard, the Chairperson may represent the Board at events and meetings with representatives from other governing bodies and organizations. In these activities, the Chairperson's role is limited to speaking only for what the Board has already decided, to receive input and to bring matters back to the Board for consideration.

Common responsibilities for this role include, but are not limited to:

- Establishing agendas and notice of meetings for Board meetings in consultation with the Superintendent and the Secretary Treasurer.
- Ensuring that members of the Board have the information needed for informed discussion of meeting agenda items in advance of meetings.
- Presiding over meetings of the Board, in accordance with the Board's procedures, enforcing appropriate parliamentary processes.
- Appointing Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
- Signing all Board correspondence and legal documents, as approved by the Board.
- Representing the Board as necessary at community, regional and provincial events.
- Acting as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
- Conveying directives and directions of the Board to the Superintendent.
- Providing leadership to the Board in maintaining the Board's focus on the strategic plan.
- Assuming such other responsibilities as may be specified by the Board.



Role of the Vice-Chairperson

Specific responsibilities of the Vice-Chairperson include:

- Act on behalf of the Chairperson, in the latter's absence, and have all of the duties and responsibilities of the Chair.
- The Chairperson may, on an as needed basis, delegate the presiding officer task to the Vice-Chairperson.
- Assume other duties and responsibilities assigned by the Board Chairperson.