

**Policy Number and Name:** 305 Role of Board Chair

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023

**Revised Date:**

**Purpose:**

The Board Chair provides overall leadership to the Board, and guides, supports, and holds Trustees accountable to act in accordance with the Governance style and policies.

**Policy:**

The Board Chair shall:

- 1) Be elected at the Organizational Meeting of the Board each year and hold office until the next Organizational Meeting and shall be eligible for re-election.
- 2) Preside over all regular and special meetings of the Board and shall have the duties and authority usually associated with that office in the conduct of meetings.
- 3) Have the duties and powers conferred by the Act, Province of Saskatchewan, and such other responsibilities as may be required by formal action of the Board.
- 4) Ensure that the Board operates in accordance with its own policies and procedures.
- 5) Prior to each Board meeting, confer with the Vice Chair and Director to identify and approve the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
- 6) Perform the following duties during Board meetings:
  - a) Ensure that all issues before the Board are well stated and clearly expressed.
  - b) 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.
  - c) Direct the discussion by Trustees to the topic being considered by the Board.
  - d) Extend hospitality to trustees, officials of the Board, the press, and members of the public.
- 7) Conduct meetings in accordance with provincial legislation and with the rules and procedures established by the Board and where those are silent, the most recent version of *Robert's Rules of Order*.
- 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.

- 9) Act as a signing officer for the Division.
- 10) Act as Chair of the Board Audit and Finance Committee.
- 11) Represent the Board at official meetings inside and outside of the Division. In the event that either the Chair or the Vice Chair is not able to be in attendance at a Board or community sponsored function, the Chair shall endeavor to ensure that a Trustee is in attendance to represent the Board.
- 12) Keep the Trustees and the Director informed on all matters that might affect the educational opportunities in the Division.
- 13) Act as an ex-officio (non-voting) member of all committees appointed by the Board.
- 14) Act as a voting member of any committee specifically appointed to by Board resolution.
- 15) Ensure that the Board engages in regular assessments of its effectiveness as a Board.
- 16) Address inappropriate behaviour on the part of a Trustee.
- 17) Review and approve the Director's monthly expense claim, vacation entitlement report, and sick leave report in accordance with the Director's contract provisions.
- 18) Review and approve the Vice Chair's monthly expense claim and submit their own expense claim to the Vice Chair for review and approval in accordance with Board policy.
- 19) Receive any harassment complaint that involves the Director of Education.

*References:*

*The School Division Administration Regulations, 2017, Parts 4, 8*