



## Policy 1.21 Role of the Chairperson & Vice-Chairperson

### 1. The Board Chairperson

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

- 1.1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the *School Act* and the bylaws and policies as established by the Board and where those are silent, *Robert's Rules of Order, Newly Revised*.
- 1.2. Prior to each Board meeting, consult with the trustees and confer with the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
- 1.3. 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.
- 1.4. Keep informed of significant developments with the sector.
- 1.5. Keep the Board and the Superintendent informed in a timely manner of all matters coming to the Chairperson's attention that might affect the District.
- 1.6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events and convey to the Superintendent concerns from trustees, parents, students, or employees which may affect the administration of the District.
- 1.7. Act as the spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
- 1.8. Act as one of the signing officers for the District.
- 1.9. Extend hospitality to other trustees, officials of the Board, the press and members of the public.



- 1.10. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

## **2. The Board Vice-Chairperson**

The Board assigns to the Vice-Chairperson specific responsibilities:

- 2.1. The Vice-Chairperson shall act on behalf of the Board Chairperson, in the latter's absence and shall have all the powers, duties and responsibilities of the Board Chairperson.
- 2.2. The Vice-Chairperson shall assist the Board Chairperson in ensuring that the Board operates in accordance with its own bylaws and policies and in providing leadership and guidance to the Board.
- 2.3. The Vice-Chairperson shall attend agenda setting meetings for regular scheduled Board meetings.
- 2.4. The Vice-Chairperson may be assigned other duties and responsibilities by the Board Chairperson.