

## ROLE OF THE BOARD CHAIR

The Board of Trustees at the Organizational Meeting, or at any time determined by the Board, shall select one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The primary responsibility of the Board Chair is to provide leadership and guidance to assist members of the Board to operate effectively as a group to achieve the goals established for The High Prairie School Division (HPSD) in a competent manner.

### Specific Responsibilities

The Board Chair shall:

1. Ensure that the Board operates in accordance with its own policies and procedures.
2. Prior to each Board meeting, confer with the Vice Chair in consultation with the Superintendent or designate, on the items to be included on the agenda, the order of these items, and be thoroughly familiar with them.
3. Call and preside over all regular and special meetings of the Board.
4. Perform the following duties during Board meetings:
  - 4.1. Ensure that all issues before the Board are well stated and clearly and respectfully expressed.
  - 4.2. Ensure that each trustee has a full and fair opportunity to voice their opinion clearly to the other members of the Board in order that a collective opinion can be developed, and a corporate decision reached.
  - 4.3. Direct the trustees to stay on the topic being discussed by the Board.
  - 4.4. Ensure that each trustee who is present votes on all issues before the Board.
  - 4.5. Extend such hospitality to trustees, officials of the Board, the press, and members of the public as is appropriate.
  - 4.6. Act as a signing officer for the Division.
5. Conduct meetings in accordance with provincial legislation and with the rules and procedures established by the Board and where those are silent, *Robert's Rules of Order*.
6. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
7. Represent the Board, or arrange alternative representation, at official meetings inside and outside of the Division.
8. Present, on behalf of the Board, such awards as the Board may authorize from time to time.
9. Keep the trustees and the Superintendent informed on all matters that might affect the educational opportunities in the Division.
10. Provide advice as requested and confer with the Superintendent when circumstances require.
11. Be an ex officio member, with voting privileges, to all committees appointed by the Board except where the terms of reference of an external committee are exclusive of membership.
12. Ensure that the Board engages in an annual evaluation of its effectiveness as a Board.
13. Address inappropriate conduct on the part of a trustee as per Policy 4 – Trustee Code of Ethics Appendix

### Legal Reference

*Education Act Sections 52, 53, 69 (Regulation 82/2019), 84*

### Cross Reference

*Policy 4 – Trustee Code of Ethics Appendix*

### Approval Dates

*September 2005, 2006, 2007, 2008, 2011, 2014, February 2020, April 2023*

### Revision Dates

*September 2003, January 2016, February 2017, February 2020, April 2023*