
POLICY 1.21 DUTIES OF THE CHAIR AND VICE-CHAIR

The roles of the Board Chair and Vice-Chair are critical in ensuring effective meeting processes and in establishing a positive tone for the Board.

When Trustees elect these positions, they are choosing persons who will conduct their official meetings, and persons who will represent them to Rightsholders, their education partners and the general public. The Chair is often the designated public face of the Board, serving as its primary spokesperson in communicating the decisions of the Board.

The Chair is an equal, with no more power or authority than any other Trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. The Chair works closely with the Superintendent to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of the senior leadership team.

Specific Responsibilities of the Chair:

1. Establish agendas and notice of meetings for Board meetings in consultation with the Vice-Chair, the Superintendent, and the Secretary-Treasurer.
2. Ensure that members of the Board have the information needed for informed discussion of the agenda items.
3. Preside over meetings of the Board and Board deliberations, enforcing appropriate procedures and parliamentary processes in accordance with the Board Meeting Procedures Bylaw.
4. Appoint Board representatives to committees and liaison responsibilities in consultation with Trustees.
5. Provide leadership to the Board in maintaining the Board's focus on the strategic plan.
6. Provide leadership to the Board in maintaining the Board's focus on the Board's vision, mission, core values, and Board's workplan.
7. Sign all Board correspondence.
8. Represent the Board as necessary at Board, Community, Regional and Provincial events.
9. Act as the spokesperson, on behalf of the Board, unless otherwise determined by the Board.
10. Assume other responsibilities as may be specified by the Board.

The Board Chair shall have the same rights as other members to offer resolutions, to offer motions, to decide questions and vote thereon.

Specific responsibilities of the Vice-Chair:

1. Participate in planning the Board meeting agendas.
2. Act on behalf of the Chair, in the latter's absence and have all the duties and responsibilities of the Chair. The Chair may, on an as-needed basis, delegate the presiding officer task to the Vice-Chair.
3. Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
4. Serve as an alternate signing authority for the District.
5. Assume other duties and responsibilities assigned by the Board Chair.