

Policy 5 ROLE OF THE BOARD CHAIR

The Board Chair is elected by the trustees at the annual organizational meeting of the Board. The Board Chair is accountable to the Board and may be removed from office at any time by a simple majority vote of trustees at a regular or special meeting of the Board.

Specific Responsibilities include:

1. Ensure that the Board operates in accordance with its own policies and procedures and meets the requirements of provincial legislation.
2. Call meetings to order, approve the agendas, and preside over all regular and special meetings of the Board.
3. Provide leadership to the Board and act as the official spokesperson except in those instances that the Board has delegated this role to another.
4. Inform the trustees and the Superintendent on all matters that might affect the Division.
5. Keep informed of significant education developments within the Division and in the province.
6. Work closely with the Superintendent regarding all aspects of the Division's activities and prepare the agenda for meetings of the Board.
7. Ensure that new trustees are familiar with the Code of Ethics. Periodically review the Trustee Code of Ethics with all Board members.
8. Ensure that the Board engages in annual assessments of its effectiveness.
9. Approve any material distributed to the public concerning the governance of the Division.
10. Invite or appoint trustees to Board committees.
11. Ensure the auditor's report is brought to the Board for its review as per the *Education Act*.

Reviewed/Revised: February 2014 February 2019

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