

## **POLICY 121 DUTIES OF THE CHAIR AND VICE-CHAIR**

The role of the Board of Education Chair is critical in ensuring effective meeting processes and in setting the tone of the Board. The Chair is also most often the appointed public face of the Board, serving as its primary spokesperson. The Chair also serves as the Board's representative at events, hearings and meetings with other governing bodies and organizations. When trustees elect the Board Chair, they are choosing not only the person who will conduct their official meetings, but the person who will represent them to their education partners and the general public.

The Board 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 direction of the Board is understood and works with the Board to present and clarify any concerns of the administration.

Specific responsibilities of the Chair include:

- Prepare the agenda and notice of meetings in consultation with the Vice-Chair, the Superintendent and the Secretary-Treasurer.
- Preside over the Board's deliberations, and enforce appropriate procedures and parliamentary processes for all regular and special meetings of the Board.
- Facilitate the Board self-evaluation process in accordance with Board policy.
- Facilitate the evaluation of the Superintendent in accordance with Board policy.
- Appoint Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
- Initiate district long term planning in consultation with the Superintendent and trustees.
- Facilitate annual goals and objectives in collaboration with trustees and the Superintendent.
- Sign all Board correspondence.
- Represent the Board as necessary.

Specific responsibilities of the Vice-Chair include:

- Preside over the Board's deliberations, and enforce appropriate procedures and parliamentary processes for all in-camera meetings of the Board.
- Assume all duties of the Chair in their absence.
- Coordinate and facilitate partner group meetings.
- Participate in planning the agenda and notice of meetings.