

POLICY STATEMENT

The most important requirement for the effective operation of a Board of Trustees is a highly competent chair.

The work of the Chair is, primarily, to ensure the integrity of the Board's process and, secondarily, representation of the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances. The responsibilities of the Chair are to:

Governance

1. Ensure that the Board discharges its principal areas of responsibilities as articulated in its own rules and those legitimately imposed upon it from outside the organization.
2. Adopt procedures and ensure that resources are available to the Board of Trustees in order that it can conduct its work effectively and efficiently.
3. Make decisions that fall within the topics covered by Board policies on Governance Process and Board-Director of Education Relationship, except where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
4. Ensure that the responsibilities of the Board of Trustees as outlined in governance bylaws, policies, guidelines, committee mandates and position descriptions are communicated and understood by both the board and staff and are executed effectively.
5. Provide effective leadership, overseeing all aspects of the board's direction and administration and encourage the Board of Trustees to work as a cohesive team and to build a healthy corporate governance culture.
6. Chair Board meetings with all the commonly accepted power of that position (e.g. ruling, recognizing).
7. Allot sufficient time during board meetings for serious discussion of agenda items and relevant issues of importance to trustees. Meeting discussion content will be those issues which, according to Board policy, clearly belong to the Board of Trustees.
8. Encourage Trustees to ask questions and express viewpoints during board meetings.
9. Deal effectively with dissent and work constructively towards achieving consensus and arriving at decision.

Board-Staff Relationship

10. Facilitate effective communication between Trustees and staff, both inside and outside of board meetings.
11. Ensure that the board is sufficiently independent from staff, and oversee the standards and processes to promote such independence while fostering an environment of respect and regard for the roles of Staff and Trustees.
12. Ensure, in cooperation with the Director of Education that trustees are receiving information from staff that is high in quality, in the appropriate quantity, in a timely fashion, in a convenient format and from suitable sources.
13. Ensure that the boundaries between the Board of Trustees and senior administration responsibilities are clearly understood and respected and that relationships between the board and staff are conducted in a professional and constructive manner.
14. Set the agenda for the meetings of the Board of Trustees in consultation with the Vice-Chair of the Board, Director of Education, other committee chairs and senior administration, as appropriate.

G40 - Chairperson's Role

15. Ensure that where functions are delegated to appropriate committees of the board, the functions are carried out and results are reported to the Board of Trustees.
16. Oversee the Governance policies, Trustee committee Terms of Reference and the structure, composition, membership and activities of the Board of Trustees and its committees, including the work delegated to such committees.
17. Represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.

Monitoring

18. Monitor and approve all the expenses of the Director of Education and all trustees.
19. Expenses of the Chair of the Board shall be monitored and approved by the Superintendent of Business and Finance.
20. Monitor and report semi-annually to the Board of Trustees on the trustee budget.
21. Trustee expenses will be posted on the Board website semi-annually.
22. Ensure the evaluation, along with members of the Director of Education Performance Review Committee, the Director of Education's performance annually.

Monitoring:

Methods: Internal Report

Frequency: December

Approval Date: November 7, 2000

Effective Date: November 7, 2000

Last Review Date: June 10, 2008

Revised: June 10, 2008

Signature of Chairperson of the Board: _____

Signature of the Secretary of the Board: _____

Distribution: Trustees and Administration Staff