



## SCHOOL DISTRICT NO. 10 (ARROW LAKES) POLICY MANUAL

### 125 – Board Chair and Vice-Chair – Elections, Role and Responsibilities

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#### Elections

- 1.1 At its inaugural board meeting held within thirty (30) days following the election, and for the balance of the term of office, the Board shall elect one of its members to serve as Board Chair and another one of its members to serve as Board Vice-Chair, to hold office at the pleasure of the Board.
- 1.2 The Board will elect a Chair and Vice-Chair each November for the coming year. The elections will be conducted at an Inaugural Board Meeting or Organizational Board Meeting open to the public following the Board's approved procedure for the election of the Chair and Vice-Chair under the Bylaw for the Organization and Operations of the Board.
- 1.3 If the Chair resigns before the annual elections, the position will be deemed vacant, and an election will occur at an Organizational Board Meeting before the next regular board meeting open to the public. The Vice-Chair will act as Chair until the election has occurred.

#### Roles

- 1.4 The Chair shall protect the integrity of the Board's policies, represent the Board to outside parties, and act as Spokesperson for the Board.
- 1.5 The Vice-Chair shall act on behalf of the Chair in the latter's absence and, during the absence of the Chair, shall have all the duties and responsibilities of the Chair.
- 1.6 The Chair is an equal, with no more power or authority than any other Trustee outside the Board of Education setting. However, they have additional functions described in this policy and the responsibility to speak for and represent the positions and decisions of the Board of Education. The Chair's role is limited to speaking only for what the School Board has already decided, receiving input, or bringing matters to the Board of Education for consideration.

#### Responsibilities of the Chair

- 1.7 The Board delegates to the Chair the following powers and duties:

Related Legislation: The [School Act](#).

Adopted/Amended: January 16, 2023, December 17, 2024 (see Policy 120 – Role of the Board & Governance prior to these dates)

- 1.7.1 Before each Board meeting, confers with the Vice-Chair, the Superintendent and the Secretary-Treasurer regarding the items included on the agenda and become thoroughly familiar with them.
- 1.7.2 Presides over all Board meetings and ensures that such meetings are conducted in accordance with the School Act, the policies and procedures as established by the Board, and Robert's Rules of Order.
- 1.7.3 Performs the following duties during Board meetings:
- Keeps deliberation respectful, fair, orderly, thorough, efficient, and to the point.
  - Ensures that each Trustee has a full and fair opportunity to be heard and understood by the other members of the Board so that collective opinion can be developed and a corporate decision reached.
  - Directs the discussion by Trustees to the topic being considered by the Board
  - Ensures that each Trustee present votes on all issues before the Board.
  - Extends hospitality to Trustees, officials of the Board, the press, and members of the public.
- 1.7.4 Regularly contact the Superintendent and the Secretary-Treasurer to maintain a working knowledge of current issues and events.
- 1.7.5 Convey directly to the Superintendent and the Secretary-Treasurer any concerns or questions related to them by Trustees, parents, students, or employees that may significantly affect the administration of the District.
- 1.7.6 Acts as the chief spokesperson for the Board by stating positions consistent with Board direction and policies (except for those instances where the Board has delegated this role to another individual or group).
- 1.7.7 Acts as an ex-officio member of all committees appointed by the Board.
- 1.7.8 Acts as a signing officer for the School District as directed by Board Policy.
- 1.7.9 Represents the Board or arranges alternative representation at official meetings or other public functions.
- 1.7.10 Ensures the Board regularly assesses its effectiveness as a Board.

1.7.11 Ensures the Board regularly assesses the Superintendent’s performance as required by their employment contract.