

# PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

## **POLICY BCBA- Board Chair/Vice Chair Powers and Duties**

**The primary responsibility of both the Board Chair and Vice Chair is to provide leadership and guidance to assist members of the Board to operate effectively as a team.**

### **PURPOSE:**

To define powers and duties of the Board Chair and Vice Chair

### **GUIDELINES & PROCEDURES**

1. The Board assigns to its Chair the following powers and duties:
  - a) to preside over the Board meetings;
  - b) to assist the Superintendent and the Corporate Secretary in the preparation of Board meeting agenda;
  - c) to convey directly to the Superintendent, concerns from trustees, parents, students, or employees that may affect the administration of the school system;
  - d) to convey to the Board and the Superintendent, concerns from trustees, parents, students, or employees that may affect the polices of the school system;
  - e) if requested, provide advice to the Superintendent about circumstances not covered by existing Board policy;
  - f) to act as spokesperson for the Board upon matters of Board policy;
  - g) to ensure that all motions before the Board are:
    - i) well stated to ensure that the will of the Board is clearly expressed; and
    - ii) voted upon by all trustees present;
  - h) to preserve the integrity of Board minutes by affixing:
    - i) his/her initials to each page of the minutes; and
    - ii) his/her signature to the concluding page of the minutes;
  - i) may act as an ex-officio member, with voting privileges, on all Board committees except appeals committees;
  - j) to meet with the Board's auditors and with the Superintendent when circumstances require;
  - k) to present, on behalf of the Board, awards that the Board may authorize from time to time;
  - l) to sign documents that require the signature of the Chair;
  - m) to represent the Board at official functions when required;

- n) to meet with educational, municipal and governmental agencies.
- 2. In order to promote experience and a shared history:
  - a) a trustee may serve as Chair for a maximum of five consecutive years;
  - b) a trustee may serve as a Vice Chair for a maximum of two consecutive years.
- 3. When the Chair, through illness, absence or other cause, is unable to perform the duties of the office, the Vice Chair has all the powers and shall perform all the duties of the Chair during the period of inability or absence. For experience, the Vice Chair should be encouraged to chair two board meetings a year.
- 4. Where both the Chair and the Vice Chair, through illness, absence or other cause, are unable to perform the duties of the office, the Board shall appoint an Acting Chair, who thereupon has all the powers and duties of the Chair.

### **REFERENCES**

**Cross References:** links to

**Policy BCE – Board Committees**

**Procedures for Board Meeting Minutes**

**Legal Reference:** School Act RSA 2000, Section 60

**BM#:** 297-95; 202-01; 156-02; 230-02; 119-07