











## POLICY 5

### ROLE OF THE BOARD CHAIR

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- when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
- 5.6. Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other members and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
  - 5.7. Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
  - 5.8. Ensure that each trustee presents votes on all issues before the Board. When appropriate, advise trustees of a possibility of a conflict of interest.
  - 5.9. Facilitate meetings so that the will of the Board is achieved.
  - 5.10. Extend hospitality to trustees, officials of the Board, the press, and members of the public.
  6. Keep informed of significant developments within the Division.
  7. Assist with the Board's orientation program for trustees.
  8. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the Division.
  9. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
    - 9.1. See also Policy 2 Appendix D Board and Superintendent Communication Guidelines.
  10. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, or students that may affect the administration of the Division.
  11. Provide counsel to the Superintendent.
  12. Ensure timely communication with school councils on emergent items and Division level initiatives.
  13. Review and approve the Superintendent's vacation entitlement and expenditure claims.
  14. Review and approve trustee expenditure claims, in accordance with Board policy.
  15. Bring to the Board all matters requiring a decision of the Board.
  16. Act as an ex-officio member of all Board committees, except the Student Expulsion Committee.
  17. Act as a signing authority for Board minutes.
  18. Act as a signing authority for the Division as follows:
    - 18.1. As required by the Government of Alberta.
    - 18.2. As required by financial institutions.
    - 18.3. The Vice-Chair is the alternate signing authority for the Board Chair
    - 18.4. Emergent: if one of the two signing authorities is not available, there will be a third trustee who will be an additional alternate signing authority for the Board











