

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 200 – Board Governance

POLICY 204: ROLE OF THE CHAIR

BACKGROUND

The Board of Trustees believes that, in the interests of good governance, it is necessary to outline the duties and responsibilities of the Board Chair.

POLICY

Under the Education Act, the Board of Trustees is required to elect one of its members as Chair.

The Board of Trustees believes that the Board Chair is responsible to provide leadership to the Board and act as its primary spokesperson.

The Board of Trustees expects that the Chair shall perform their duties in accordance with Medicine Hat Public School Division (MHPSD) policy, the Education Act and other applicable provincial and federal statutes and regulations.

GUIDELINES

1. The Board delegates to the Chair the following powers and duties:
2. The Chair shall be elected annually at the organizational meeting of the Board, to serve at the pleasure of the Board.
 - 2.1. To preside over all regular Board meetings and to ensure that such meetings are conducted in accordance with the Education Act and the policies and procedures of the Board.
 - 2.2. To act as Board spokesperson upon matters of Board policy.
 - 2.3. To act as ex-officio member, without voting privileges, to all committees appointed by the Board.
 - 2.4. To ensure that the Board is represented at public activities.
 - 2.5. To act as signing officer of the MHPSD.
 - 2.6. To ensure that the entire Board is fully informed about Board of Trustees' business.
 - 2.7. To act as the official spokesperson of the Board on matters pertaining to the major functions of the Board.
 - 2.8. To convey directly to the Superintendent such concerns as are related to him/her by the Trustees, parents, students or employees which may affect administration of the MHPSD.

- 2.9. To convey to the Board and the Superintendent such concerns as are related to them which may affect the policies or administration of the MHPSD.
- 2.10. To provide counsel, when requested, to the Superintendent when a course of action may be necessary, the substance of which is not within the parameters of existing Board policy.
- 2.11. To facilitate respectful teamwork amongst Trustees.
3. In the absence of the Chair, the Vice-Chair has all powers and shall perform all duties of the Chair.
4. If the Chair and Vice-Chair are absent at a meeting at which a quorum is present, the Board shall appoint from its Trustees an acting Chair who, thereupon, has all powers and shall perform all duties of the Chair.

REFERENCES

Alberta Education – Education Act
Local Authorities Election Act

Approved: January 20, 2004
Revised: September 20, 2016

