

## POLICY 4 - ROLE OF THE BOARD CHAIR

The Board Chair will:

1. Be elected at the inaugural meeting or organizational meeting of the board each year. All members of the board are eligible for election to this office.
2. Hold office until the next inaugural meeting or organizational meeting and shall be eligible for re-election. In the event of the office becoming vacant during the year, a new chair will be elected in a manner similar to that followed in the election of the chair at the inaugural meeting or organizational meeting.
3. Preside over all regular and special meetings of the board and shall have the duties and authority usually associated with that office in the conduct of meetings.
4. Have the duties and powers conferred by *The Education Act*, Province of Saskatchewan, and such other responsibilities as may be required by formal action of the board.
5. Ensure that the board operates in accordance with its own policies and procedures.
6. Prior to each board meeting, confer with the vice chair and director to approve the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
7. Perform the following duties during board meetings:
  - 7.1 Ensure that all issues before the board are well stated and clearly expressed.
  - 7.2 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the board in order that collective opinion can be developed, and a corporate decision reached.
  - 7.3 Direct the discussion by trustees to the topic being considered by the board.
  - 7.4 Extend hospitality to trustees, officials of the board, the press, and members of the public.
8. Conduct meetings in accordance with provincial legislation and with the rules and procedures established by the board and where those are silent, *Robert's Rules of Order*.
  - 8.1 Unless authorized by a majority of members present, the chair shall not keep the board in session for more than three continuous hours
9. Act as the chief spokesperson for the board except for those instances where the board has delegated this role to another individual or group.
10. Act as a signing officer for the division.
11. Represent the board at official meetings inside and outside of the division. In the event that either the chair or the vice chair is not able to be in attendance at a board or community sponsored function, the chair shall endeavor to ensure that a trustee is in attendance to represent the board.

12. Present, on behalf of the board, such awards as the board may authorize from time to time.
13. In the event that either the chair or the vice chair is not able to be in attendance at a board or community sponsored function, the chair will endeavor to ensure that a trustee is in attendance to represent the Board.
14. Keep the trustees and the director informed on all matters that might affect the educational opportunities in the division.
15. Unless otherwise ruled by the board, be an ex-officio member of all committees of the board.
16. Ensure that the board engages in regular assessments of its effectiveness as a board.

Legal Reference: The School Division Administration Regulations, Sections 14, 39  
Date Last Revised: April 15, 2025