

<b>Policy Title</b>	<b>Role Description – Chair of the Board</b>		
<b>Date of Issue</b>	November 16, 2010	<b>Related Procedure</b>	
<b>Revision Dates</b>	May 17, 2011; February 21, 2012 (rev. Rationale-Strategic Plan); June 21, 2016; June 21, 2022	<b>Related Forms</b>	
<b>Review Date</b>	June 1, 2027	<b>Originator</b>	Board of Trustees
<b>References</b>			
Education Act; Bill 177; Bluewater District School Board Procedural By-Laws; Avon Maitland District School Board Policy No.7 “Role of the Board Chair”; BP 1109-D “Board Self-Assessment: Governance Performance”			

**1.0 RATIONALE**

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board’s Vision, Mission and Strategic Plan priorities.
- 1.2 The Education Act provides for the establishment of locally elected school boards responsible for operating publicly funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for board decisions applies to the board as a corporate entity rather than to individual trustees.
- 1.3 The chair of the board (chair) will operate with members of Bluewater District School Board in accordance with the trustees’ Code of Conduct, board’s Vision, Mission and Strategic Plan priorities and consistent with Bluewater District School Board Character Attributes.
- 1.4 The chair ensures that each trustee has an equitable opportunity to be heard and recognized by the other members of the board.

**2.0 DEFINITION**

**Multi-Year Plan:** As defined by the Education Act, clause 169.1 (1) (f), and 169.1 (2) is a plan for three or more school years and will be aimed at achieving the following goals:

- promoting student achievement and well-being;
- ensuring effective stewardship of the board’s resources; and
- delivering effective and appropriate programs to pupils.

**3.0 POLICY**

- 3.1 It is the policy of Bluewater District School Board, in addition to any other duties stated in the Education Act and procedures outlined in the board By-Laws, that the chair shall:
  - i. preside over meetings of the board;
  - ii. conduct the meetings in accordance with the board’s Procedural By-Laws, policies, procedures, and practices for the conduct of board meetings;
  - iii. establish agendas for board meetings, in consultation with the Executive Committee;

- iv. ensure that trustees have the information needed for informed discussion of the agenda items;
- v. act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;
- vi. convey the decisions of the board to the director of education;
- vii. provide leadership to the board in maintaining the board's focus on the multi-year strategic plan established under section 169.1 of the Education Act;
- viii. provide leadership to the board in maintaining the board's focus on the board's Mission, Vision and Strategic Plan priorities;
- ix. ensure that all trustees are provided with all correspondences addressed to trustees of the board, as soon as possible after it has been received;
- x. ensure that all trustees have a common understanding and the information required for decision making, including pertinent information from Executive Committee meetings;
- xi. ensure that all trustees receive Executive Committee meeting notes as soon as possible after each Executive Committee meeting;
- xii. inform all trustees, in a timely report, of all activities and discussions at which all trustees have not been in attendance;
- xiii. provide all trustees with written monthly summary reports of any additional meetings, conferences, activities, or events that the chair has attended, participated in, or organized on behalf of the board, in open or closed session as appropriate; and
- xiv. assume such other responsibilities as may be specified by the board. 2009, c. 25, s. 25.

3.2 The chair of the board-shall also:

- i. be ex-officio (meaning: to be a voting member when in attendance, but not to be counted in determining quorum), a member of all committees of the board, unless membership is determined by statute or collective agreement;
- ii. preside at all regular and special meetings of the board;
- iii. sign all minutes approved by the board;
- iv. be a signing officer of the board;
- v. recommend to the board, in consultation with the vice-chair, trustee assignments to committees with trustee representation [Note: Trustees will be given an opportunity to express their preferences in relation to committee involvement and other interests, and these preferences will be reviewed in preparing recommendations for trustee assignments.];
- vi. be responsible for expediting the business of the board in every way compatible with the rights of the members and for enforcing this policy and procedural by-laws as necessary, to ensure the orderly conduct of the board's business; and
- vii. sit as a member of the Executive Committee.