

POLICY 131 ROLES AND RESPONSIBILITIES OF THE BOARD CHAIRPERSON

The Board of Education of School District No. 83 (Kwátsalktnéws ne Secwepemcúl'ecw) believes that the role of the Board Chairperson is critical both in ensuring effective meeting processes and in setting the tone of the Board. The Chairperson is also the appointed public face of the Board, serving as its primary communicator. When trustees elect the Board chairperson, they are choosing not only the person who will conduct their official meetings, but the person who will represent them to their education partners and the general public.

The Chairperson presides over the Board's deliberations, enforces appropriate procedures and parliamentary processes and acts as the spokesperson for the Board. The Board Chairperson is an equal, with no more power or authority than any other trustee; however, the members of the Board, as a whole, in electing one of their peers to be the Chairperson of the board confer on them a leadership role.

Although the Chairperson assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. The Chairperson has a responsibility to set the agenda for meetings in consultation with the Superintendent, the Secretary-Treasurer, and the Vice-Chairperson. This is most effectively done with input from other trustees. The Chairperson works closely with the Superintendent to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of the administration.

The Chairperson has an additional role to speak for, and represent the decisions of the Board. The Board Chairperson also serves as the Board's representative at events, hearings and meetings with other governing bodies and organizations. Here again, the Chairperson's role is largely limited to speaking only for what the Board has already decided, to receive input, and to bring matters back to the Board for consideration.

Common responsibilities for this role include, but are not limited to:

- Presiding over meetings of the Board;
- Conducting the meetings in accordance with the Board's procedures and practices for the conduct of board meetings;
- Establishing agendas for board meetings, in consultation with the Superintendent and the Secretary-Treasurer;
- Ensuring that members of the Board have the information needed for informed discussion of the agenda items;
- Acting as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- Conveying the decisions of the Board to the Board's Superintendent;
- Providing leadership to the Board in maintaining the Board's focus on the strategic plan;
- Providing leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and,
- Assuming such other responsibilities as may be specified by the Board.

Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 67]

Adopted: July 10, 2018 Amended: February 17, 2026, May 21, 2019