

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: 1421.1

Duties of the Chair and Vice Chair	
Approval Date:	December 14, 2022
Amendment Date(s):	
Reference(s):	<i>School Act Section 67</i>

~~The role of the Board Chair and Vice Chair are critical in ensuring effective meeting processes and in establishing a positive tone for the Board.~~

~~When trustees elect the Board Chair they are choosing not only the person who will conduct their official meetings, but the person who will represent them to their education partners, rightsholders and the general public. The Chair is often the designated public face of the Board, serving as its primary spokesperson in representing the decisions of the Board.~~

The Chair assures the integrity of the Board's process. The Chair is an equal, with no more power or authority than any other trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. ~~The Chair 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 senior leadership team.~~

Specific responsibilities of the Chair:

- ~~a. Establish agendas and notice of meetings for Board meetings in consultation with the Vice Chair, the Superintendent, and the Secretary Treasurer.~~
- ~~b. Ensure that members of the Board have the information needed for informed discussion of the agenda items.~~
- e.a. Preside over meetings of the Board and Board deliberations, enforcing appropriate procedures and parliamentary processes in accordance with the Board's Procedural Bylaw.
- e.b. Facilitate the Board performance review process in accordance with Board policy.
- e.c. Appoint Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
- ~~f. Provide leadership to the Board in maintaining the Board's focus on the strategic plan.~~
- ~~g. Provide leadership to the Board in maintaining the Board's focus on the Board's vision, mission, core values, and operational priorities.~~
- ~~h. Sign all Board correspondence.~~
- i.d. Represent the Board as necessary at ~~Board, Community, Regional and Provincial~~ events.

- ~~e.~~ Act as the spokesperson to the public on behalf of the Board in communicating board-stated positions, unless otherwise determined by the Board.
- ~~j-f.~~ Present and clarify to individual Trustees any concerns of the Superintendent about the actions of that Trustee.
- ~~k-g.~~ Assume other ad-hoc responsibilities as may be specified by the Board.

Specific responsibilities of the Vice Chair:

- ~~a.~~ Participate in planning the Board meeting agendas.
- ~~b.~~ Act on behalf of the Chair, in the latter's absence and have all of the duties and responsibilities of the Chair. The Chair may, ~~on an as needed basis,~~ delegate the presiding officer task to the Vice Chair.
- ~~e-h.~~ Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
- ~~d.~~ Serve as an alternate signing authority for the District.
- ~~e.~~ Assume other duties and responsibilities assigned by the Board Chair.