

Policy 2.04

Category: Governance and Operations

Role of the Charter Board Chair

BACKGROUND

The Charter Board believes that its ability to discharge its obligations in a responsible and effective manner is significantly enhanced when leadership and guidance is forthcoming from its membership. The Charter Board, as per *Education Act*, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Charter Board.

POLICY STATEMENT

1. The Charter Board entrusts to its chair primary responsibility for providing leadership and guidance and to act as its primary spokesperson.

DEFINITIONS

2. **Point of order** - a term of parliamentary law and procedure which refers to an interjection during a meeting by a member, who does not have the floor, to call the attention of the chair to an alleged violation or breach of the assembly's or meeting's rules of order.
3. **Agenda** - a list of matters to be discussed at a meeting.
4. **Motion** - a formal suggestion or proposal that is made at a meeting for something to be done.
5. **Debate** - a formal discussion, for example in a parliament or institution, in which people express different opinions about a particular subject and then vote on it.
6. **Signing authority** - officer or representative vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement.

GUIDELINES

The major duties and responsibilities of the Board Chair are to:

7. Preside over all Charter Board meetings and ensure that such meetings are conducted in accordance with the *Education Act* and the policies and by-laws as established by the Charter Board.
8. Prior to each board meeting, confer with the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.

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9. Perform the following duties during the board meetings:
 - 9.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 9.2 Ensure that all issues before the Charter Board are well-stated and clearly expressed;
 - 9.3 Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration;
 - 9.4 Ensure that debate is relevant;
 - 9.5 Decide questions of order and procedure, subject to an appeal to the rest of the Charter Board. The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Charter Board by any two members duly elected;
 - 9.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
 - 9.7 Ensure that each board member present votes on all issues before the Charter Board;
 - 9.8 Extend hospitality to board members, officials of the board the press, and members of the public.
10. Keep the Secretary-Treasurer, Superintendent and the Charter Board informed on all matters coming to his/her attention that might affect the school.
11. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
12. Provide council to the Superintendent when requested to do so.
13. Bring to the Charter Board all matters requiring board decision.
14. Act as the chief spokesperson for the Charter Board except for those instances where the Charter Board has delegated this role to another individual or group.
15. Act as ex-officio member to all committees appointed by the Charter Board.
16. Represent the Charter Board, or arrange alternative representation, at official meetings inside or outside the school.
17. Make sure that the Charter Board engages in regular assessments of its effectiveness as a Charter Board.
18. Be responsible for the signing of contracts relating to the operation of the school.
19. Be one of the signing authorities for all cheques and investments.

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References:

Education Act

CAPE Bylaws

Adopted: May 10, 1999

Motion: #

Revised: November 25, 2002

Motion: #

Revised: March 28, 2007

Motion: #2007-02-28-19

Revised: September 30, 2008

Motion: #2008-09-30-17

Reviewed: June 2011

Reviewed: August 2013

Reviewed: August 2018

Reviewed: October 2021