

Procedures 2.04

Category: Charter Board Governance and Operations

Role of the Charter Board Chair

BACKGROUND & RATIONALE

The CAPE Society charges the CAPE Charter, as the governance body of the charter school, to provide overall policy direction and leadership for the School. As such, the CAPE Charter Board is responsible for the operation of the school through its officers, the Superintendent and the Secretary-Treasurer. The Charter Board entrusts to its Chair primary responsibility for providing leadership and guidance and to act as its primary spokesperson.

PROCEDURE

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

1. The Charter Board Chair will attend and preside over all Charter Board meetings according to Robert's Rules, act as ex-officio member to all committees.
2. The Charter Board Chair will confer with the Superintendent on any issue pertaining to the school's operation and to maintain a working knowledge of current issues and events. The Charter Board Chair will keep the Secretary-Treasurer, Superintendent and the Charter Board informed on all matters coming to his/her attention that might affect the School.
3. The Charter Board Chair will 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 and represent the Charter Board, or arrange alternative representation, at official meetings inside or outside the School.
4. The Charter Board Chair will make himself/herself available for the signing of contracts relating to the operation of the school, payroll cheques, or leases.
5. The Charter Board Chair will one of the signing authorities for all cheques and investments.

**CAPE-Centre for Academic and Personal Excellence
Administrative Manual**

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References:

Policy 2.04

School Act, Sections 36, 60 (and 62, 64, 65, 67, and 68 even though these sections do not apply to charter schools)

CAPE Bylaws

Adopted: March 14, 2013

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