

POLICY BCBA- Board Chair/Vice Chair and Trustee Powers and Duties

The Board of Trustees is a public organization. The decisions of the Board in an official public meeting are those of the organization. When board members act according to proper procedures, their acts are the acts of the organization. When given the authority to act on behalf of the board, a trustee may carry out certain duties individually, but only as an agenda of the board.

The primary responsibility of both the Board Chair and Vice Chair is to provide leadership and guidance to assist members of the Board to operate effectively as a team.

The role of the trustees is to contribute to the work of the Board as it carries out its mandate to govern and achieve its vision, mission, beliefs, values and principles.

PURPOSE

To define powers and duties of the Board Chair, Vice Chair and individual trustees.

GUIDELINES & PROCEDURES

1. The Board assigns to its Chair the following powers and duties:
 - a) to preside over the Board meetings and encourage the highest standards of meeting etiquette;
 - b) Perform the following duties during Board Meetings:
 - i) Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - ii) Ensure that all issues before the Board are well-stated and clearly expressed;
 - iii) Display firmness, courtesy, tact, impartiality, and willingness to give trustees and, in certain circumstances, administration an opportunity to speak on the subject under consideration;
 - iv) The Board Chair, in keeping with their responsibility to ensure that debate must be relevant to the question, will, when in the opinion the discussion is not relevant to the question, remind trustees that they must speak to the question;
 - c) to assist the Superintendent and the Corporate Secretary in the preparation of Board meeting agenda;
 - d) if requested, provide advice to the Superintendent about circumstances not covered by existing Board policy;
 - e) to act as spokesperson for the Board upon matters of Board policy;
 - f) to ensure that all motions before the Board are:
 - i) well stated to ensure that the will of the Board is clearly expressed; and

- ii) voted upon by all trustees present;
- g) to preserve the integrity of Board minutes by affixing:
 - i) his/her initials to each page of the minutes; and
 - ii) his/her signature to the concluding page of the minutes;
- h) may act as an ex-officio member, with voting privileges, on all Board committees except appeals committees;
 - i) to meet with the Board's auditors and with the Superintendent when circumstances require;
 - j) to sign documents that require the signature of the Chair.
- 2. In order to promote experience and a shared history:
 - a) a trustee may serve as Chair for a maximum of five consecutive years;
 - b) a trustee may serve as a Vice Chair for a maximum of two consecutive years.
- 3. When the Chair, through illness, absence or other cause, is unable to perform the duties of the office, the Vice Chair has all the powers and shall perform all the duties of the Chair during the period of inability or absence. For experience, the Vice Chair should be encouraged to chair two board meetings a year.
- 4. Where both the Chair and the Vice Chair, through illness, absence or other cause, are unable to perform the duties of the office, the Board shall appoint an Acting Chair, who thereupon has all the powers and duties of the Chair.
- 5. Each trustee is responsible to:
 - a) meet all prescribed requirements of the *Education Act*;
 - b) become familiar with PWPSD policies, procedures and protocols;
 - c) follow all policies, in particular Policy BBF – Trustee Code of Conduct and Policy GGB – Trustee Code of Ethics;
 - d) recognize that the full Board maintains decision-making authority;
 - e) attend meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division;
 - f) bring forward the communities' views, but act for the greater common good. Decisions must be made while keeping the best interests of the whole jurisdiction in mind;
 - g) in alignment with Board engagement efforts, provide for the engagement of parents, students and the community in matters related to education;
 - h) respectfully bring forward and advocate for local issues and concerns prior to a Board decision;

- i) interpret the needs of the community to the Board and the Board's actions to those we serve;
- j) liaise with School Council(s) within their ward and others as deemed appropriate by the Board;
- k) convey directly to the Superintendent, concerns or requests from trustees, parents, students, or employees directly or indirectly relating to instruction, personnel or services that may affect the administration of the school system;
- l) convey to the Board and the Superintendent, concerns from trustees, parents, students, or employees that may affect the polices of the school system;
- m) present, on behalf of the Board, awards that the Board may authorize from time to time;
- n) represent the Board at official functions when required;
- o) meet with educational, municipal and governmental agencies only as delegated by the Board;
- p) when delegated responsibility by the Board, exercise such authority within the defined limits in a responsible and effective way;
- q) support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not;
- r) contribute to a positive and respectful learning and working culture both within the Board and the Division.

REFERENCES

Cross References: links to
[*Policy BCE – Board Committees*](#)

Legal Reference:
[*Education Act*](#) Section 33, 34, 53

BM#: 297-95; 202-01; 156-02; 230-02; 119-07; 20140320.1003, 20170223.1015; 20200618.1011; 20230119.1010; 20230525.1014

Next Review: 2025/2026