

POLICY 6

ROLE OF THE BOARD CHAIR

The Board of Trustees, at their Organizational Meeting, shall select one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The primary responsibility of the Board Chair is to provide leadership and guidance to assist members of the Board to operate effectively as a group, in order to achieve the goals established for the Division in a competent manner.

Specific Responsibilities

The Board Chair shall:

1. Ensure that the Board operates in accordance with its own policies and procedures.
2. Prior to each Board meeting, confer with the Superintendent and Vice Chair on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. Call and preside over all regular and special meetings of the Board.
4. Perform the following duties during Board meetings:
 - a. Ensure that all issues before the Board are well stated and clearly expressed.
 - b. Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
 - c. Direct the discussion by trustees to the topic being considered by the Board.
 - d. Ensure that each trustee votes on all issues before the Board.
 - e. Extend hospitality to trustees, officials of the Board, the press, and members of the public.
5. Conduct meetings in accordance with provincial legislation and with the rules and procedures established by the Board and where those are silent, *Robert's Rules of Order*.
6. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
7. Act as a signing officer for the Division.
8. Represent the Board, or delegate duties and responsibilities, as needed.
9. Act as the chief spokesperson for the Board in conjunction with the Vice-Chair in contract negotiations with the Superintendent.

10. Keep the trustees and the Superintendent informed on all matters that might affect the educational opportunities in the Division.
11. Ensure that the Board engages in an annual self-evaluation to measure its effectiveness based on Board Policy.
12. Sign off on the Superintendent's expense claims.
13. Social Media responsibilities. See Appendix A
14. At the direction of the Board, tasks outside the regular preparation for meetings, shall be considered per diem.
15. Ex-officio is Latin, meaning literally 'from the office', and the sense intended is 'by right of office'. The Chair is ex-officio, the vice-chair is not.

Legal Reference: Section 53,52,200 Education Act
Section 1 Board Procedure Regulations
Approval Date: October 14, 2003
Amended: April 8, 2009
Renumbered BP 5 September 08, 2009 (Previously BP 6)
Renumbered BP 6 September 14, 2010
Amended: September, 2011
Reviewed: June, 2012, January 2020, May 2024
Revised: January, 2013; October, 2013; June, 2015,
March 2022, September 2023

Appendix A: Policy 6 (Role of the Chair)
Guidelines for Use of Division Social Media Accounts by the Board Chairperson
Background

At the January 2022 Regular Board Meeting, the Livingstone Range School Division Board of Trustees passed a motion allowing the Board Chair to become an administrator for the School Division Social Media accounts for the purpose of adding or removing approved posts in emergent situations. The Division recognizes that parents entrust the School Division with the duty to educate their children, and that the use of the Internet and electronic social media has the potential to affect this trust.

Guidelines

The Board Chairperson

- a) will not disclose or post confidential student information, images, or confidential school, department or personnel records.
- b) acknowledges that all information posted to sites is subject to the provisions of the Freedom of Information and Protection of Privacy Act
- c) will be expected to adhere to the ethical and legal use of technology as detailed in documents such as the Education Act and the Criminal Code of Canada.
- d) will sign the jurisdictional “Network Responsible Use Agreement” form as this will be considered the base standard and guiding document for network use.
- e) will take reasonable precautions for the security of personal information contained on mobile devices and cloud resources (e.g., laptops, mobile storage devices, and Phones), in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP) and the Criminal Code of Canada
- f) will not use network resources to bully or harass any person. Bullying is more than just physical – it includes personal attacks, intimidation, gossiping, humiliating, negative comments, threats, harassment and other unkind online activity.
- g) When emergency action is taken the board chair must immediately inform senior admin, and all trustees through email of the action taken. The situation must also be added to the next Meeting of the Whole agenda as a discussion item.

Network resources are the property of the school division. Within the parameters of FOIPP, and any other relevant legislation, the Division Technical Services Department may review files and communications to ensure system integrity and responsible use of resources. Any breach of appropriate network use will be considered a breach of code of conduct and will lead to appropriate disciplinary action by the Board of Trustees.