



3 Right from the Start: Roles and Responsibilities

Job Description – Board Chair

Job Descriptions – Board Chair (April 2011)

The *Education Act* sets out the specific duties of the Board Chair:

- preside over meetings of the board;
- conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings;
- establish agendas for board meetings, in consultation with the board's Director of Education or the supervisory officer acting as the board's Director of Education;
- ensure that members of the board have the information needed for informed discussion of the agenda items;
- act as spokesperson to the public on behalf of the board, unless otherwise determined by the board *;
- convey the decisions of the board to the board's Director of Education or the supervisory officer acting as the board's Director of Education;
- provide leadership to the board in maintaining the board's focus on the multi-year plan;
- provide leadership to the board in maintaining the board's focus on the board's mission and vision;
- assume such other responsibilities as may be specified by the board.

* Clarity of roles is a vital key to effective governance and it will be important for the board to discuss and come to consensus on specific responsibilities they wish the Chair to undertake on their behalf. Key considerations, for example, will be any division of responsibilities around the role of public spokesperson for the board and expectations on the flow of communications between the chair and the Board of Trustees.