

BOARD ADMINISTRATION 2100

BOARD CHAIRPERSON 2191
ROLE DESCRIPTION

1. Rationale

The *Education Act* provides for the establishment of locally elected school boards responsible for operating publicly-funded schools. A strong public education system is the foundation of a prosperous, caring and civil society. The purpose of education is to provide students with the opportunity to realize their potential and develop into highly skilled, knowledgeable, caring citizens who contribute to their society. All partners in the education sector, including the Minister, the Ministry and the boards, have a role to play in enhancing student achievement and well-being, closing gaps in student achievement and maintaining confidence in the province's publicly funded education systems.

The role of the Chairperson of the Board is a vital part of this effective governance. The *Education Act* sets out specific duties for the role of Chairperson. The Chairperson reports to, and is accountable to, the Board of Trustees.

The Chairperson will operate with members of the Simcoe County District School Board (SCDSB) to support the goals and directions found in the Multi-Year Strategic Plan.

2. Policy

It is the policy of the SCDSB that, in addition to any other duties stated in the *Education Act* and procedures outlined in the Board By-laws, the Chairperson of the Board shall:

- 2.1 preside over meetings of the Board;
- 2.2 be considered as ex-officio member of all committees except the Audit Committee;
- 2.3 be a member of Standing Committees, Special Committees and By-law Committees of the Board, but will not chair a Standing Committee;
- 2.4 conduct the meetings in accordance with the Board's procedures and practices for the conduct of Board meetings;
- 2.5 establish agendas for Board meetings, in consultation with the Vice-chairperson and Director of Education or the supervisory officer acting as the Board's Director of Education;
- 2.6 ensure that members of the Board have the information needed for informed discussion of the agenda items;
- 2.7 act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- 2.8 convey the decisions of the Board to the Director of Education or the supervisory officer acting as the Board's Director of Education;
- 2.9 provide leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan established under section 169.1 of the *Education Act*;
- 2.10 provide leadership to the Board in maintaining the Board's focus on its mission and vision;
- 2.11 assume such other responsibilities as may be specified by the Board;

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- 2.12 serve as a signing officer for board cheques, agreements and various documents;
- 2.13 consults with the Vice-chairperson and one other trustee appointed by the Board to provide, annually, a report recommending the appointment of members to Mandatory, Continuing and External/Joint committees for consideration to the December Board meeting;
- 2.14 provide direction with regard to public deputations to board meetings;
- 2.15 serve as liaison with the senior elected officials of other levels of government;
- 2.16 provide leadership and direction in the performance review of the Director of Education;
- 2.17 monitor, along with the Vice-chairperson trustee expenses and reports semi-annually to the board;
- 2.18 review monthly Board minutes with the Vice-chairperson and the Director of Education; and,
- 2.19 provide to trustees in a timely manner all correspondence addressed to trustees of the board.

3. Leadership

The Chairperson has additional expectations for leadership which include:

- 3.1 developing an effective working relationship with the Director of Education to promote a co-operative and mutually supportive relationship between the Board and its administration;
- 3.2 fostering consensus building at Board meetings to resolve issues in an environment that is open, co-operative and productive;
- 3.3 providing direction for the evaluation and development of the Board's performance;
- 3.4 providing leadership in trustee development;
- 3.5 providing leadership in the development of trustee committee leaders;
- 3.6 develop with the Director of Education strategies for responding to emergencies, controversial issues or matters of high public interest; and,
- 3.7 providing leadership in the promotion of the Board as a consultative and collaborative partner with the Board's many communities and constituent groups.

4. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

ADOPTED JANUARY 19, 2011
REVISED DECEMBER 20, 2017
REVISED NOVEMBER 24, 2021