



POLICY 5

Revised November 2025

ROLE OF THE BOARD CHAIR

In accordance with the Board Procedures Regulation, an appendix of the *Education Act*, the Board of Trustees of Holy Spirit Catholic Separate School Division, at its annual organizational meeting, and at any other time as determined by the Board shall elect one of its members as chair.

The Board Chair is accountable to the Board and may be removed from office at any time by a simple majority of trustees at a regular or special meeting of the Board.

The Board Chair shall ensure that new trustees are familiar with the Trustee Code of Conduct as part of the new trustee orientation process.

The Trustee Code of Conduct is a code that must be owned by the Board members in order for the corporate Board to maximize its efficiency in exercising good governance. Consequently, the leadership of the Board Chair is incumbent upon ensuring that the Trustee Code of Conduct will be followed, and the Board Chair shall periodically review the Trustee Code of Conduct with Board members.

The Board Chair shall provide leadership to the Board and act as its official spokesperson except in those instances where the Board has delegated this role to another individual or group.

The Board Chair shall preside over all regular and special meetings of the Board.

The Board Chair shall ensure that the Board operates in accordance with its own policies and procedures and the requirements of provincial legislation.

The Board Chair shall keep the Trustees and the Superintendent informed on all matters that have been brought to his/her attention that might affect the division.

The Board Chair shall keep informed of significant developments within the division and in education provincially.

The Board Chair shall be an ex-officio member, with voting privileges, to all committees created by the Board.

The Board Chair shall represent the Board, or arrange alternative representation, at all official meetings and functions.

The Board Chair shall work closely with the Vice Chair and Superintendent regarding all aspects of the division's activities and in the preparation of the agenda for meetings of the Board.

The Board Chair shall ensure that the Board engages in regular assessment of its effectiveness as a Board.

The Board Chair shall ensure that the board engages in regular assessment of the effectiveness of the Superintendent of Schools and, along with the Vice Chair, review his/her contract of employment and remuneration on a yearly basis. The Board Chair and Vice Chair will, in collaboration with the entire Board, set parameters for the Superintendent's compensation.

The Board Chair shall approve the distribution of any material to the public concerning the governance of the division.

The Board Chair shall ensure the auditor's report is brought to the Board for their review.

The Board Chair shall review and approve the Vice Chair remuneration and expense claims.

The Board Chair shall review and approve the Superintendent's expense claims.

The Board Chair shall review any trustee claim forms beyond the defined guidelines, and shall either approve or deny the claim, as per *Policy 18: Board Governance and Operations*.

References

Sections 64, Education Act
Board Procedures Regulation, Alberta Regulation 82/2019