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## Policy 5

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### ROLE OF THE BOARD CHAIRPERSON AND BOARD VICE CHAIRPERSON

#### Purpose

The purpose of this policy is to define the roles, responsibilities, and expectations of the Board Chairperson and Board Vice Chairperson to ensure effective governance and leadership within the Vancouver School Board (VSB).

#### Definitions

- **Board Chairperson:** The elected Chairperson of the Board of Education, responsible for presiding over Board meetings and representing the Board to the broader community.
- **Board Vice Chairperson:** The elected Vice Chairperson of the Board of Education, responsible for assisting the Chairperson and acting on their behalf in their absence or as delegated by the Board Chairperson.

#### Policy Statement

The Board of Education recognizes the importance of strong leadership and clear delineation of responsibilities for the Board Chairperson and Board Vice Chairperson. This policy outlines the specific duties and responsibilities of these roles to ensure effective governance and the smooth operation of the Board.

#### A. Election and Term

The Board of Education shall at its inaugural and each annual meeting elect one of its members to serve as Board Chairperson, to hold office at the pleasure of the Board.

The Board of Education shall at its inaugural and each annual meeting elect one of its members to serve as Board Vice Chairperson, to hold office at the pleasure of the Board.

#### B. Powers and Duties of the Board Chairperson

The Board delegates and assigns to the Chairperson the following powers and duties:

##### 1. Primary Responsibilities:

- The Board entrusts to its Chairperson primary responsibility for safeguarding the integrity of the Board's processes. The Chairperson is the spokesperson for the Board and represents the Board to the broader community, provincial, federal and local government, and others.

##### 2. Agenda Setting Responsibilities

- The Chairperson shall be a member of the Agenda Setting Committee and shall ensure that Board meeting and Board committee meeting agendas align with annual work plans, Board bylaws and policies, and applicable legislation.
- The Chairperson shall determine if a delegation shall be permitted to present to the Board. The Chairperson may consult with the Agenda Setting Committee in making a decision.

**3. Meeting Responsibilities:**

- Confer with the Vice Chairperson, Superintendent, and Secretary Treasurer on agenda items before each Board meeting and become thoroughly familiar with all agenda items.
- Preside over Board meetings, ensuring they are conducted according to the School Act, Board bylaws, policies, procedures, and Robert's Rules of Order.
- Decide questions of order and procedure, including urgent motions.
- Maintain order and decorum during meetings.
- Ensure issues are clearly articulated and discussed.
- Exhibit integrity, courtesy, tact, impartiality, and a willingness to allow all trustees the opportunity to speak.
- Ensure all discussions stay on the topic being considered by the Board.
- Make the final ruling on the disposition of motions before the Board.
- The Board Chairperson may delegate meeting responsibilities to the Board Vice Chairperson.

**4. Communication and Representation:**

- Act as the spokesperson for the Board, stating positions consistent with Board decisions and policies.
- Represent the Board, or arrange alternative representation, at events, meetings with rights holders, other levels of government, other organizations, or at hearings. The Chairperson can only speak for positions approved by the Board through motions. For issues without a Board motion, the Chairperson must bring them back for Board consideration. The Chairperson will share information from these meetings with the Board.
- Serve as an ex-officio member of all Board-appointed committees.
- Act as a signing officer for the District and witness the use of the Board's corporate seal.
- Convey concerns or questions from trustees, families, students, or employees to the Superintendent.
- Keep the Board, the Superintendent and the Secretary Treasurer informed in a timely manner of all matters coming to their attention that might significantly affect the school district.
- Maintain a working knowledge of current issues and events within the District through regular contact with the Superintendent.

**5. Board Effectiveness and Trustee Appointments:**

- Ensure the Board engages in annual assessments of its effectiveness.
- Coordinate the process for trustee appointments to standing committees, school liaison roles, and other Board committees.

- Address alleged breach of the Code of Conduct by trustees as per Policy 4 Trustee Code of Conduct.

#### 6. Authority and Voting:

- The Board acknowledges that the Chairperson exercises the same right as other individual members of the Board to offer recommendations/motions, to discuss questions, and to cast a single vote thereon.
- The Chairperson will recognize that no individual authority exists for the Chairperson to either make decisions beyond policy created by the Board or to supervise or direct staff.

#### 7. Support and Leadership:

- Provide leadership and guidance to the Board, fostering a collaborative and respectful environment.
- Mentor and support trustees, helping them understand their roles and responsibilities.
- Facilitate professional development opportunities for trustees to enhance their governance skills.
- Encourage open communication and active participation among all Board members.
- Promote a culture of continuous improvement and accountability within the Board.
- Ensure that the Board engages in an annual evaluation of the Superintendent in accordance with a pre-established performance review mechanism.

### C. Powers and Duties of the Board Vice Chairperson

The Board delegates and assigns to the Board Vice Chairperson the following powers and duties:

#### 1. Primary Responsibilities:

- Act on behalf of the Board Chairperson in their absence, assuming all duties and responsibilities of the Chairperson.
- Act on behalf of the Board Chairperson as delegated by the Board Chairperson.
- Assist the Board Chairperson in ensuring the Board operates according to the School Act, Board bylaws, policies, procedures, and Robert's Rules of Order.

#### 2. Agenda Setting Responsibilities

- The Vice Chairperson shall be a member of the Agenda Setting Committee and shall work with the Chairperson to ensure that Board meeting and Board committee meeting agendas align with annual work plans, Board bylaws and policies, and applicable legislation.

#### 3. Meeting Responsibilities:

- Confer with the Chairperson, Superintendent, and Secretary Treasurer on agenda items before each Board meeting and become thoroughly familiar with all agenda items.

- Serve as an alternate signing officer for the District and may witness the use of the Board’s corporate seal when the Chairperson is absent.
- 4. Board Effectiveness:**
  - Address alleged breach of the Code of Conduct by the Chairperson as per Policy 4 Trustee Code of Conduct.
- 5. Support and Leadership:**
  - Provide leadership and guidance to the Board in collaboration with the Chairperson.
  - Support the Chairperson in fulfilling their duties.
  - Encourage open communication and active participation among all Board members.
  - Promote a culture of continuous improvement and accountability within the Board.

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Legal Reference:                      Sections 65, 67, 69, 70, 85 School Act

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Adopted:                                March 10, 2025