

 <p>ANGLOPHONE WEST SCHOOL DISTRICT</p>	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Governance Process
Policy Name	Role of Council Chair
Policy Number	ASD-W-GP3
Effective Date: September 20, 2012	Revised: October 23, 2014, September 22, 2016

<p><u>Policy:</u></p> <p>The Chair of the Council ensures the integrity of the Council’s processes and normally serves as the Council’s official spokesperson.</p>
<p>Accordingly, the Chair has the following authority and duties:</p> <ol style="list-style-type: none"> 1. Monitor the Council’s behavior to ensure that it is consistent with its own rules and policies and those legitimately imposed upon it from outside the organization. <ul style="list-style-type: none"> • Conduct and monitor Council meeting deliberations to ensure that only Council issues, as defined in Council policy, are discussed; • Chair meetings of the District Education Council in an impartial manner, facilitating deliberation and resolution, and with respect shown for all viewpoints. Meetings should also be efficient, timely, orderly and to the point; • Chair Council meetings with all the commonly accepted power of that position as described in Robert’s Rules of Order and in accordance with law; and • Conduct timely Council meeting debriefings and periodic self-assessments to ensure process improvement. 2. Develop, together with the Superintendent, the agenda for District Education Council meetings. <ul style="list-style-type: none"> • Schedule delegations and presentations; • Follow-up on District Education Council directions; and • Speak with the media. 3. Make all interpretive decisions that fall within the topics covered by Council policies on Governance Process and Council/Staff relationships, except where the Council specifically delegates such authority to others, using any reasonable interpretation of the provisions in

those policies:

- Refrain from making any interpretive decision about policies created by the Council in the End Results and Superintendent Limitations policy areas; and
- Refrain from exercising any authority as an individual to supervise or direct the Superintendent.

4. Represent the Council:

- To outside parties in announcing Council-stated positions;
 - In stating decisions and interpretation within the areas assigned to the Chair (delegating this authority to other Council members when appropriate);
 - At school/community events; and
 - At meetings of Chairpersons with the Minister of Education and Early Childhood Development.

5. Be well-informed and prepared by:

- Attending workshops; and
- Consulting regularly with other Council members and members of the community.

6. Organize, in consultation with representatives and staff, the District Education Council committee structure and representation on committees.

7. The Chair will delegate authority to the Vice-Chair on an as needed and as requested basis. In the absence or inability of the Chair, the Vice-Chair shall have all of the powers and duties of the Chair. In the event that neither the Chair nor the Vice-Chair is available, the Council shall appoint an interim Chair.

MONITORING:

Method(s)	Frequency	Month
<ul style="list-style-type: none">• Council Self-evaluation	<ul style="list-style-type: none">• 2 times per year	<ul style="list-style-type: none">• December• May