

Policy 6

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otatoskîwin onîkânîw opimipayihcikîw ikwa otaskôwiyapîstamâkîw Role of the Board Chair and Vice Chair

The Chairperson has the primary responsibility for ensuring that the Board's business is conducted in a professional and efficient manner. KTCEA entrusts the Chairperson with authority to guide Board Members through decision-making processes and to resolve conflict between Board Members. Maintaining this trust falls primarily on the Chairperson and hence the individual elected as Chairperson shall serve at the pleasure of KTCEA.

Guidelines

Roles and Responsibilities

- 1. The KTCEA Chairperson shall:
 - a. Chair KTCEA meetings and ensure meetings are conducted in accordance with the Companies Act of Alberta, the Articles and the policies and procedures established by the Board.
 - b. Prior to each Board meeting, confer with the Vice-Chairperson and the Superintendent on the items to be included on the agenda.
 - c. Assist with the Board's orientation program for new Board Members.
 - d. Act as a spokesperson for KTCEA.
 - e. Keep informed of significant developments within the KTCEA's jurisdiction and keep the Board and the Superintendent informed of these developments.
 - f. Be in regular contact with the Superintendent to maintain working knowledge of current issues and events within the Education Authority.
 - g. Convey directly to the Superintendent such concerns as are related to him or her by Board Members, parents, or students.
 - h. Act as signing authority for Board minutes.
 - i. Address inappropriate behaviour on the part of a Board Member.
 - j. Act on behalf of the Superintendent in his or her inability to act due to a conflict of interest.
 - k. Act as direct supervisor of the Superintendent, on behalf of the Board, including being familiar with the personnel file of the Superintendent, approving absences (vacation, medical, personal), and approving expenses related to the Superintendent's office.
 - I. Act as a liaison with other organizations as relevant to the business of KTCEA; and,
 - m. Ensure the direction provided by KTCEA to the Superintendent is followed.

2. The Vice-Chairperson shall:

a. Assume the responsibilities of the Chairperson in the Chairperson's absence or

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- if the Chairperson is deemed to have a conflict of interest in matters that pertain to the Board.
- b. Assist the Chairperson in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
- c. Prior to each Board meeting, confer with the Chairperson and the Superintendent on the items to be included on the agenda; and,
- d. The Vice-Chairperson may be assigned other responsibilities by the Chairperson.

3. Appointment

- a. Board Members are responsible for selecting a Chairperson and Vice-Chairperson from among the Board Members at the Annual General Assembly. In order to ensure that meetings can proceed effectively and that there is continuity, both the Chairperson and the Vice-Chairperson must be familiar with the operations of KTCEA and have served as a Board Member for at least one (1) year.
- b. Voting of Chairperson and Vice Chairperson: The nomination of Chairperson and Vice-Chairperson will be held, and a vote conducted among the Board Members for both positions. The person with most votes, via secret ballot, will be appointed. All Board Members are eligible for nomination.

4. Term

a. The KTCEA Chairperson and Vice-Chairperson shall be appointed annually at the annual general meeting.

5. Voting

a. Each Board Member, including the Chairperson and Vice-Chairperson, shall have one vote at all meetings of the Board.