

5. Board Policy *Role of the Board Chair*

The Chairperson assures the integrity of the Board's governance process and represents the Board publicly. The chairperson is the only Board member authorized to speak on behalf of the board, except when the board delegates such authority.

1. The role of the Chairperson is to ensure that the board functions consistently within its own policies and other legal requirements.
2. The Chairperson is empowered to chair board meetings with all the commonly accepted authority, responsibility and accountability of that position.
 - a) The Chairperson is responsible for developing the board meeting agenda in collaboration with the Superintendent and Chief Financial Officer.
 - b) The Chairperson shall conduct board meetings in a business-like manner, using Roberts' Rules of Order as a guide.
 - c) Meeting discussion content will be focused on those issues which, according to Board Policy, clearly belong to the board to decide, not the Superintendent.
 - d) Deliberation will be fair, open and thorough, but also efficient, timely, orderly and kept to the point.
3. The responsibility of the Chairperson consists of making decisions that fall within the scope covered by board policies on Governance Process and policies which address the Board-Superintendent Relationship except where the board specifically delegates portions of the authority to others. The Chairperson is authorized to use any reasonable interpretation of the provisions in these policies.
4. The Chairperson shall ensure that the Vice-Chairperson is informed of current and pending Board issues and processes.
5. The Chairperson has signing authority for Prairie Rose School Division.
6. The Chairperson shall conduct a meeting with the Superintendent, as needed, to monitor the Superintendent's expenses and sick leave.
7. The Chairperson has no authority to make decisions about policies without the Board's prior approval.
8. The Chairperson, therefore, has no authority or responsibility to supervise or direct the Superintendent or staff.

Approved: September 25th, 2025