



Policy 4 – Role of Chairperson and Vice Chairperson

Background

The Board of Education of School District No. 36 (Surrey) (the “Board”) believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

At its inaugural public meeting following a general local election, and for the following three (3) years, at the organization meeting held alongside the regular November meeting, the Board shall elect one (1) of its members to serve as Board Chairperson, to hold office at the pleasure of the Board.

In accordance with the *School Act*, a majority of the Board may elect a new Chairperson at any time. In the event of the office becoming vacant during the year, a new Board Chairperson shall be elected in a manner similar to that followed in the election of the Board Chairperson at the inaugural meeting.

Process

1. Chairperson

- a. The Board Chairperson is elected and responsible for safeguarding the integrity of the Board and representing the Board to the broader community.
- b. The Board delegates to the Chairperson the following powers and duties:
 - i. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the *School Act* and the policies and procedures as established by the Board and where those are silent, Robert’s Rules of Order.
 - ii. Confer with the Vice Chairperson, Superintendent and Secretary-Treasurer on agenda items before each Board meeting and become thoroughly familiar with all agenda items.
 - iii. Perform the following duties at Board meetings:
 1. Maintain order and decorum during meetings;
 2. Exhibit integrity, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that individual opinions may be considered and a corporate decision reached;

3. Ensure issues are clearly articulated;
 4. Ensure all discussion stays on the topic being considered by the Board;
 5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Chairperson may speak to points of order in preference to other members;
 6. Make final ruling on the disposition of motions; and
 7. The Board Chairperson may delegate meeting responsibilities to the Board Vice Chairperson.
- iv. Keep informed of significant developments within the Surrey School District No. 36 (the "District").
 - v. Bring to the Board all matters requiring a decision of the Board.
 - vi. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
 - vii. State positions that are consistent with Board resolutions, policies, bylaws and mandate, and administrative procedures.
 - viii. Act as an ex-officio member of all Board committees.
 - ix. Maintain regular contact with the Superintendent.
 - x. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
 - xi. Convey directly to the Superintendent questions and concerns raised to them by trustees, parents, students or employees which may affect the administration of the District.
 - xii. Inform the Board, Superintendent and Secretary Treasurer of matters that may affect the District.
 - xiii. Appoint trustees to committees, school liaison, or as representatives on external organizations as required under Policy.
 - xiv. Authorized signing officer for the District.
 - xv. Authorized to witness the use of the Board's corporate seal.
 - xvi. Ensure the Board undertakes a self-evaluation at least once during each Board term, and more frequently as the Board considers appropriate. The purpose of the self-evaluation is to support continuous improvement of the Board's governance practices. The Board shall determine the timing and process of self-evaluation for each cycle. Responsibility for coordinating the self-evaluation rests with the Board Chairperson or Vice Chairperson.
 - xvii. Address alleged breach of the Code of Conduct by trustees as per policy.
 - xviii. Address inappropriate behavior on the part of a trustee as per the Trustee Code of Conduct.
- c. Address inappropriate behaviour on the part of a trustee as per Policy 5 sanctions.

2. Vice Chairperson

- a. The Board Vice Chairperson is elected and responsible for assisting the Chairperson and acting in their absence or as delegated.
- b. Responsibilities:

- i. Act on behalf of the Chairperson in their absence or as otherwise authorized by the Chairperson;
- ii. Assist the Chairperson with Board operations and compliance with Board resolutions, policies and bylaws, and administrative procedures;
- iii. Provide leadership and guidance to the Board and Superintendent;
- iv. Confer with the Chairperson, Superintendent and Secretary-Treasurer on Board meeting agenda items;
- v. Address inappropriate behavior on the part of a trustee as per the Trustee Code of Conduct;
- vi. Perform other duties as assigned by the Chairperson; and
- vii. Alternative signing authority for District.

References

School Act, R.S.B.C., 1996, c. 412.

Approved: June 10, 2026