

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Board Chair

School Board and Committee Roles 2 – I

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ADMINISTRATIVE REGULATIONS

The Chair of the Board is elected by a majority vote of the Board at the Organizational meeting in December. The Term of office shall be one year.

THE CHAIR:

1. Appoints a chair for each standing committee and designates members for each committee. These appointments may be reviewed and revised as needed.
2. Presides over meetings of the Board which are held at least monthly, except for July and August;
3. Keeps informed of changes in the *Education Act* and directives from the Ministry of Education to ensure that the school is being operated in accordance to those directives;
4. Votes on any motion in order to break a tie;
5. Is a co-signing authority of the Board on cheques and is a signing authority on legal documents of the Board;
6. May not overrule a committee decision but may delay any committee action until approval of the Board is obtained;
7. Encourages effective communication between the Board, Principal, and Staff to ensure a harmonious, productive environment;
8. In an emergency situation, shall make a decision and report to the Board at the earliest opportunity;
9. Represents the Board at official functions and meetings or appoints an alternate person who is acceptable to the Board;
10. Serves as an ex-officio member on all committees and;
11. Assumes the role of Chief Executive Officer where necessary under the *Education Act*.