

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

**POLICY MANUAL**

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**POLICY TITLE:**

**SECTION/CODE:**

**Board Chair**

**School Board and Committee Roles 2 – I**

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**APPROVAL DATE:**

**SUPERSEDES:**

**NUMBER OF PAGES:**

**REVIEW DATE:**

**January 11, 2016**

**September 8, 1997**

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**January 6, 2016**

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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 as per Board By-law 3 – IV. The Term of office shall be one year.

**THE CHAIR:**

1. Appoints a chair for each standing committee and designates members who are to serve on each committee. These appointments may be reviewed and changed from time to time;
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 with such directives;
4. Votes on any motion in order to break a tie;
5. Is the co-signing authority of the Board on cheques and the 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 acceptable to the Board;
10. Serves as an ex-officio member on all committees and;
11. Shall act as Chief Executive Officer where necessary under the *Education Act*.