

#1827851

**Duties of Board Members**

In addition to the duties required to be performed by the School Board under the provisions of the Public Schools Act and other acts of the legislature of Manitoba, the Board of Trustees shall be the policy making body in all matters of concern to the School Division.

The Duties of Board Members as Individual Board Members

The Board members severally shall serve as the Board of the Division and as such shall have all the powers, duties and responsibilities enumerated in the Public Schools Act and any other acts of the Province having reference to School Board. Individual Board members, without in any way restricting the above:

1. Shall attend all duly called meetings of the Board, Committee of the Whole and any Ad-Hoc, or Liaison Committees to which they are appointed.
2. Shall serve as Chair of the Board as called upon and accept any other assignments given to them by the Board unless they feel they cannot fulfill the duties thus assigned.
3. Shall inform the Board Chair or Superintendent/CEO of any absences contemplated which would affect their attendance at any Board or Committee of the Whole meetings to which they have been called.
4. Shall keep in strictest confidence any matter brought to the attention of the Board in an in-camera session.
5. Shall direct all complaints against Board policy, Board officials, principals, teachers, and other personnel through proper channels.
6. Shall direct all requests for appearance at Board or Committee of the Whole meetings by prospective delegations to the Superintendent/CEO.
7. Shall act as representative of the Board at all public functions they are called upon to attend in their capacity as Board members.
8. Shall advise the corporate body of a minority opinion and request that their contrary vote be recorded in the regular minutes of a meeting.

Duties of the Chair of the Board

In addition to the duties required to be performed by a Chair under the provisions of The Public Schools Act, the Chair of the Board shall:

1. Call all special meetings and preside at all special meetings of the Board.

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2. Call all meetings to order promptly at the prescribed time or as soon as a quorum is represented and shall welcome any delegations or guests present and be the spokesman of the Board.
3. Preserve order and decorum and act with impartiality.
4. Without departing from the agenda, suggest items of business and shall guide the discussions to a speedy but careful conclusion.
5. Rule on who shall have the floor to speak.
6. See that all motions are duly moved and seconded before allowing formal discussion.
7. State the question after due discussion, call for a vote and clearly announce the result of such vote.
8. Facilitate agenda-based questions from the public.
9. Facilitate the hearing of Trustee Statements by stating at the Public Board Meeting.
10. Call upon the Vice Chair, or in his/her absence, the member with the longest continuous service to preside if the Chair wishes to enter debate on any motion.
11. Act as the representative of the Board at all public functions called upon to attend in the capacity of Chair.
12. Be the official spokesperson of the Board.
13. Act as Chair at all Committee of the Whole meetings.
14. Provide a link between the senior administration and the Board.
15. Attend meetings with the Vice Chair, Superintendent/CEO, and Secretary-Treasurer/CFO to prepare the agenda for each regular meeting of the Board.
16. Lead the annual Board self-evaluation.
17. Lead, in tandem with Senior Administration, new Board Member orientation.

Duties of the Vice Chair of the Board

The Vice Chair of the Board shall act as Chair of the Board and Committee of the Whole in the absence of the Chair. The Vice Chair shall become the Acting Chair of the Board and Committee of the Whole upon the demise or resignation of the Chair until a duly called meeting of the Board can choose a Chair. The Vice Chair shall:

1. Act as a representative of the Board at all public functions called upon to attend in the capacity of Vice Chair or Acting Chair.
2. In the absence of the Chair, be the official spokesperson of the Board.

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3. Attend meetings with the Chair, Superintendent/CEO, and Secretary-Treasurer/CFO Officer to prepare the agenda for each regular meeting of the Board.
4. In the case of the absence of the Vice Chair, the member with the longest continuous service shall assume the responsibilities of the Vice Chair.

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