

## Role of an Independent Public School Board Chair

The Independent Public School Board Chair has eight main roles. These are to:

1. act with the principal as the Board's spokesperson and official representative on public occasions;
2. chair Board meetings;
3. be a signatory to the Delivery and Performance Agreement;
4. monitor the progress of the Business Plan;
5. ensure that the Board focuses on improving students' learning outcomes;
6. participate on the selection panel for the principal if a vacancy arises;
7. support the school in times of crises; and
8. participate in the external review of the school in the final year of the Delivery and Performance Agreement implementation.

The School Board Chair may also participate as an ex officio member of all sub-committees established by the School Board. This means that because of his/her official position, the School Board Chair is a member of all committees.

### Chairing meetings

The School Board Chair needs to be able to effectively lead meetings. This means:

- ensuring that meetings are run efficiently and achieve their purpose;
- ensuring that meeting processes comply with the Board's Constitution or Terms of Reference;
- preparing the agenda and relevant papers, in collaboration with the principal;
- ensuring that the minutes from the previous meeting are accurate, signed and dated;
- starting and finishing all meetings on time;
- notifying the Board of any apologies received;
- tabling all correspondence (in and out);
- ensuring that all Board members have the opportunity to be heard; and
- facilitating the resolution of any conflict;

### Who can be a Chair?

The chair is elected by, and from, the Board's membership.