

## **2.40 BOARD MEMBERS AND THEIR ROLES**

### **2.41 POLICY REVIEW AND EVALUATION/ MANUAL ACCURACY CHECK**

The Board directs the Director to recall all policy and regulation manuals periodically for administrative updating and Board review.

### **2.42 POLICY ADOPTIONS, AMENDMENT AND REVIEW**

The adopted policies of the Board shall be considered an addendum to the By-Laws and shall be established as provided in the By-Laws.

Adoption of new policies is solely the responsibility of the Board.

Any member of the Board or a parent with children in the school may make proposals for new policies or revisions of current policies in writing. Such policies shall be presented to the Board through the Director or Board Chairman. Except in cases of emergency, the adoption of Board policies and amendments will follow the sequence below.

1. Reading of the proposed or revised policy as an item of information. Board members and other attendees at the meeting may comment.
2. The Board Chairperson shall refer the policy/change to the appropriate committee for review and recommendation.
3. Committee(s) shall forward their comments and recommendations to the Policy Committee.
4. The Policy Committee shall consider the proposal in light of other Board Policies, the By-Laws and the Charter of the school. The committee shall then forward the policy/change to the Board with a recommendation to pass, not pass, or pass with conditions, recommendations and references to other policies that would require amending.
5. All policy/change proposals must be reviewed and presented to the Board with recommendations. A committee does NOT have the authority to "kill" a proposal.
6. The Board will take official action on the proposal at its next regular meeting after the receipt of a final draft.

The formal adoption of policies will be recorded in the minutes of the Board meeting. Only those written statements so adopted and so recorded will be regarded as formal policy of the Board. Policies will be effective immediately upon adoption, unless a specific effective date is provided in the motion to adopt.

### **2.43 BOARD OFFICERS AND THEIR ROLES**

All Board officers serve upon approval by the entire Board. The normal tenure for an officer is one-year, but an officer may be re-elected by the Board to serve additional terms. Elections of officers will be held at the first scheduled Board meeting after the Annual General Meeting. If an officer vacancy occurs prior to this time, an election will be held no later than the next Board meeting. The officers hold no special executive authority except for the roles described below:

**a) Chair**

The Board shall elect the Chair. The Chair is the administrative leader of the Board and, as such, carries primary responsibility for the effectiveness of the Board. The Chair or acting chair can vote on all questions but must vote last on verbal and written votes.

The specific duties of the Chair include the following:

- Set agendas for Board meetings with the Director;
- Call and preside at all legal sessions of the Board;
- Oversee organization of Board training, planning, and development sessions;
- Ensure that election and appointment procedures are adhered to by the Board, as described in policies 2.51; 2.52; 2.53;
- Approve all business expenditures of the Director and his/her family members as per contract agreement and board policy;
- Implement the evaluation process for the Director and the Board;
- Oversee the application of Board policies;
- Ensure that the Board's work is carried out on schedule;
- Build and maintain a positive Board-Director relationship;
- To ensure the integrity of the Board;
- To establish Board subcommittees and recommend members to these committees;
- Ensure that the biennial internal audit is conducted and reviewed by the Board.

**b) Vice-Chair**

The Vice-Chair will be elected by the Board and has full voting privileges. The Vice-Chair will perform all duties of the Chair in the Chair's absence. Other duties of the Vice-Chair will be negotiated between the Chair and Vice-Chair.

**c) Acting Chair**

In the absence of both Chair and Vice-Chair the longest serving Board member will serve as Acting Chair.

**d) Treasurer**

The Treasurer will be elected by the Board and has full voting privileges. The Treasurer shall serve as Chair of the Finance Committee and perform all duties associated with this position. In addition to chairing the Finance Committee, the Treasurer shall:

- Oversee the presentation of financial reports at each Board meeting;
- Oversee the presentation of an annual budget, and any in-year budget revisions, for Board consideration and decisions;
- Advise the Board on financial issues, in particular on the system of financial reporting and internal control, on the use of resources and on financial strategy;
- Oversee the proposal to the Board for an annual external audit or audit review;
- Monitor continuously the compliance by the school with Board policies related to finance and the use of resources, and inform the Director, immediately, and the Board, at the next Board meeting, of any cases of non-compliance.

**e) Secretary**

The Secretary will be elected by the Board and has full voting privileges. The Secretary is responsible to:

- Oversee the keeping of an accurate and historical record of Board legal sessions;
- Review minutes from regular, special, and executive sessions of the Board and make necessary corrections before they are presented to the entire Board;
- Ensure that revisions to the minutes are made;
- Be familiar with parliamentary procedures and Robert's Rules of Order and advise the Board on these issues when needed.
- The keeping of confidential minutes during executive sessions.

*Amended by the Board May 20, 2009*

#### **2.44 INDIVIDUAL BOARD MEMBERS AND THEIR RESPONSIBILITIES**

It is a privilege and a responsibility to sit on the Board which requires substantial time contributions from Board members. Board members are expected to:

- Understand the school's operational practices;
- Read the policy manual, Charter, By-Laws and other Board documents;
- Attend Board training, planning and development sessions;
- Serve on at least one Board sub-committees;
- Raise school issues at legal Board sessions;
- Serve as an ambassador and advocate for the school;
- Maintain a positive and constructive environment in which Board business can take place;
- Take collective responsibility for Board sessions.

#### **2.45 BOARD MEMBERS COMPENSATION AND LIABILITY**

There is no salary or other financial benefits associated with Board membership. However, the Board member will be reimbursed for any necessary and/or legal expenses incurred while attending conferences or conducting official school business previously authorized by the Board.

Board members collectively and individually are not liable for any Board member's action lawfully taken by them in the capacity of Board member. Board member's Liability Insurance will be provided for Board members at the expense of the school.