



The Charter Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Charter Board, at the Organizational Meeting and thereafter at any time as determined by the Charter Board, shall elect one (1) of its members to serve as Chair, to hold office at the pleasure of the Charter Board. The Charter Board entrusts to its Chair primary responsibility for providing leadership and guidance. The Chair is accountable to the Charter Board for his/her actions, decisions and activities.

Further to any responsibilities outlined in article 5 of the Society bylaws, the Charter Board delegates to the Chair the following powers and duties:

1. Act as the official spokesperson for the Charter Board, except for those instances where the Charter Board has delegated this role to another individual or group and for the organization when there are potential political implications.
2. Preside over all Charter Board meetings and ensure that such meetings are conducted in accordance with the Education Act, Society bylaws and the policies as established by the Charter Board.
3. Prior to each Charter Board meeting, confer with the Vice-Chair, the Superintendent and/or designate on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. Be familiar with basic meeting procedures. If not familiar with basic meeting procedures and where necessary defer to *Robert's Rules of Order*.
5. Perform the following duties during Charter Board meetings:
 - 5.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
 - 5.2 Ensure that all issues before the Charter Board are well-stated and clearly expressed.
 - 5.3 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration.
 - 5.4 Ensure that debate is relevant. The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
 - 5.5 Decide questions of order and procedure, subject to an appeal to the rest of the Charter Board. The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Charter Board by any member duly moved.
 - 5.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands.

- 5.7 Ensure that each Director present votes on all issues before the Charter Board. When appropriate, advise Directors of a possibility of a conflict of interest.
- 5.8 Extend hospitality to Directors, Superintendent and staff, the media, and members of the public.
6. Keep informed of significant Calgary Girls Charter School activities.
7. Assist with the Charter Board's orientation program for Directors.
8. Keep the Superintendent and the Charter Board informed in a timely manner of all matters coming to his/her attention that might affect the organization.
9. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
10. Convey directly to the Superintendent such concerns as are related to him/her by Directors, parents or students that may affect the administration of the organization.
11. Provide counsel to the Superintendent.
12. Review and approve the Superintendent's expenditure claims and monitor total days of work as per the contract for service.
13. Bring to the Charter Board all matters requiring a corporate decision of the Charter Board.
14. Act as ex-officio member of all Charter Board committees, with the exception of the Student Discipline Committee.
15. Act as a signing authority for Charter Board minutes.
16. Act as a signing authority for the organization as follows:
 - 16.1 As required by the Government of Alberta.
 - 16.2 As required by financial institutions.
17. Represent the Charter Board, or arrange alternative representation, at official meetings or other public functions.
18. Address inappropriate conduct or bylaw/policy infringement on the part of a Director.
19. Ensure the Charter Board engages in regular assessments of its effectiveness as a Charter Board.
20. Act on behalf of the Superintendent in his/her inability to act due to conflict of interest.
21. Report to Society members at the Annual General Meeting.

Reference:
Education Act s. 52, 53, 54, 63, 64