

## Chairs Role Description Policy

### The chair

One trustee to preside (chair) at meetings

(1) Every board must appoint a trustee (not being the principal or the staff or student representative) to preside at meetings of the board.

(2) The appointment must be made

be (a) at the board's first meeting in any year, unless it is an election year, in which case it must be at the first meeting held after the election; and

(b) when the board has resolved that it has no confidence in the person for the time being appointed; and

by (c) when the person for the time being appointed ceases to be a trustee, or resigns the task notice in writing to the board.

Clause 7 of Schedule 6 to the Education Act 1989

(3) Any trustee other than the principal, the staff trustee and the student trustee can be appointed chair.

(4) The chair is responsible for ensuring that the work of the board gets done and for overseeing the activities of other trustees, and developing them as a cohesive and effective team.

(5) The chair should maintain a productive working relationship with the principal to ensure the smooth and efficient running of the school.

(6) The chair is responsible for promoting effective communication between the board and the wider community.

(7) The position of chairperson is always open to review and the board can change the chairperson at any meeting of the board if a majority of trustees present agree by voting on it.

(8) It is important to remember that the chairperson may not act independently of the board in areas that affect the future of the school. There may be times, such as in the term breaks, when the board delegates its powers to an executive committee (for example, the chair, the principal and another board member) to deal with urgent matters.

(9) Effectively organises and presides over board meetings ensuring that such meetings are conducted in accordance with the Education Act 1989, the relevant sections of the Local Government Official Information and Meetings Act 1987 and any relevant board policies\*

**Represents the board to external parties as an official spokesperson for the school except those matters where this has been delegated to another person/s.**

\* legislative requirement

Review schedule – Annually in November or prior to meeting when chair is elected.