



Chairperson's Role Description Policy


Rationale:

The Chairperson is the leader of the Board and carries overall responsibility for the integrity of the Board's processes.

Guidelines:

The role involves the following responsibilities:

- Is appointed by election at the first Board meeting of the year except in an election year where it shall be at the first meeting of the Board
- Acts within Board policy and delegations at all times and not independently of the Board
- Leads the Board members and develops them as a cohesive and effective team
- Represent the Board to the school and wider community and external agencies except for those matters that have been delegated to another person/s and carries a responsibility to safeguard the integrity of the Board
- Assists Board members' understanding of their role, responsibilities and accountability including the need to comply with the Trustees' Code of Behaviour
- Ensures the work of the Board is completed
- Establish and maintain systems for information flows to the Board so that the Board is fully informed
- Receive all correspondence for the Board
- 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 Board protocols and policies
- Is the official signatory for the Board including the Annual Accounts
- Deal with disputes and conflicts as per the Board's concerns and complaints procedures
- Ensure any potential or real risk to the school or its name is communicated to the Board. This includes any concern or complaint.
- Establish and maintain an ongoing working relationship with the Principal
- Ensure the Principal's performance agreement and appraisal are completed on an annual basis.

Approved by: ANDREW SWIFT 

Designation: BOT CHAIR

Date approved: 29/10/19

Review date: OCTOBER 2021