

Designated Roles within the Board

Within the Board are designated roles of Chair, Vice-Chair, Treasurer and Secretary. Each role has the following job descriptions.

Chair

The Chair ensures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties.

1. The job of the Chair is to ensure that the Board operates consistently within its policies, within the bylaws of the Brant Christian School Society, and within the laws of the Province of Alberta.
 - a. Meeting discussion content will be only those issues, which, according to Board policy, clearly belong to the Board to decide.
 - b. Deliberation will be fair, open, and thorough; but also timely, orderly, and kept to the point.
2. The Chair will determine the agenda for any meeting, although members are encouraged to recommend any appropriate matters for Board consideration. A Board member desiring to recommend any matter(s) for Board discussion will advise the Chair of such matter at least 7 days prior to the scheduled Board meeting.
 - a. The agenda will be presented to the Board 3 days prior to the scheduled board meeting.
3. The authority of the Chair consists in making decisions that fall within topics covered by Board policies on Governance Process and Board/Staff Linkage, except where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The Chair is empowered to preside over all Board meetings with all the commonly accepted power of that position. (e.g. ruling, recognizing).
 - b. The Chair has no authority to make decisions about policies created by the Board within policy areas. Therefore, the Chair has no authority to supervise or direct the school Administrator.
 - c. The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the area delegated to the Chair.
 - d. The Chair will represent the Board in matters that relate to the Brant Christian School Society.
 - e. The Chair may delegate this authority but remains accountable for its use.
4. When the Chair voluntarily resigns from the position, the Vice-Chair will be notified in advance of the Board. Following that discussion 3 months notice will be given to the Board.

Vice-Chair

1. The Vice Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring the Board operates in accordance with its policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair to designate items to be included on the agenda and become thoroughly familiar with them.

Treasurer

1. The Treasurer oversees the financial affairs of the organization.
 - a. Authority is given to access and monitor bank accounts and authorize cheques.
 - b. The Treasurer is also involved in creating and monitoring the yearly budget.
 - c. The Treasurer will be responsible for preparing reports for each Board meeting and AGM.
 - d. Reports for monthly Board meetings will be distributed to Board members 5 days prior to meeting. Yearly financial reports will be distributed to the Board at least 1 meeting prior to AGM.
2. The Treasurer is also the liaison between the Board and the bookkeeper.
3. Treasurer will sit on the Finance and Audit Committee.
4. If the Treasurer is unable to attend a meeting he/she is responsible to find a suitable replacement to present the monthly financial report.

Secretary

1. The Secretary ensures accurate minutes are taken at each Board meeting and AGM.
 - a. Minutes from Board meetings will be presented to Board members 10 days after Board meeting.
 - b. Ensure discussion and decisions that take place via e-mail will be transferred to official record to be kept on file at Brant Christian School.
 - c. Ensure minutes are put on file for public viewing at Brant Christian School.
2. If the Secretary is unable to attend a meeting, then he/she is responsible to find a suitable replacement to record the minutes of the meeting. The Secretary is responsible to obtain a copy of the minutes and ensure they are put on file at Brant Christian School.