

Governance Support Officers

For further information on school committees please contact a Governance Support Officer in the following offices.

Area 1 (Thompson)

16 Kelsey Bay
Thompson, Man. R8N 0L7
(204) 677-6744

Area 2 (Dauphin)

38-1st Avenue N.W.
Dauphin, Man. R7N 1G7
(204) 638-6839

Area 3 (Winnipeg)

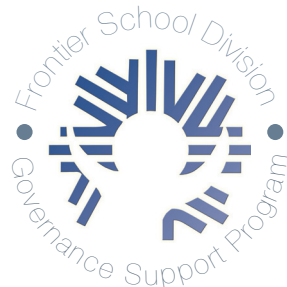
30 Speers Road
Winnipeg, Man. R2J 1L9
(204) 775-9741

Area 4 (Cranberry Portage)

General Delivery
Cranberry Portage, Man. R0B 0H0
(204) 472-3800

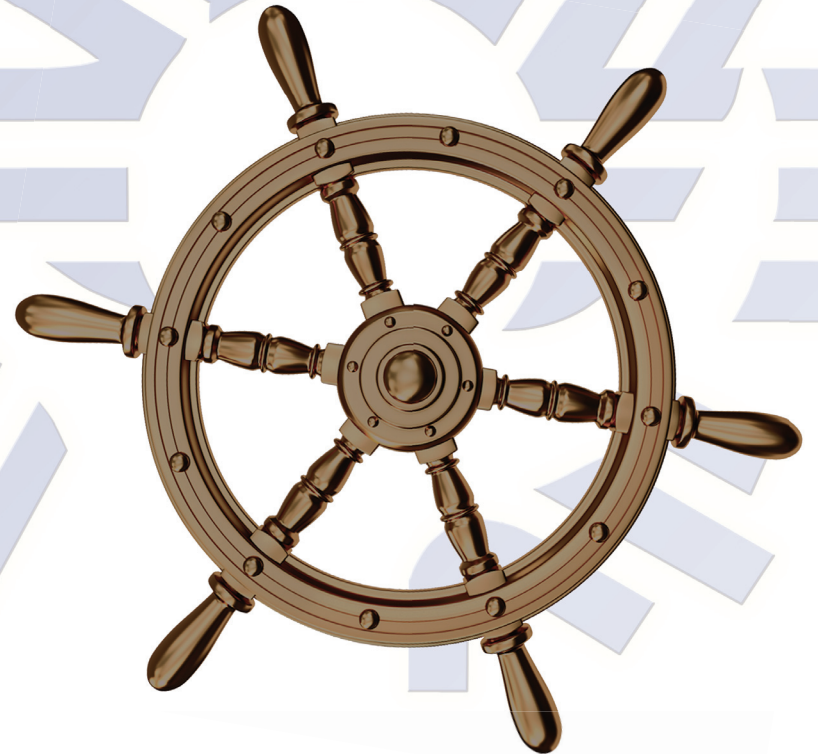
Area 5 (Norway House)

Box 1000
Norway House, Man. R0B 1B0
(204) 359-6711



Role of the School Committee

Chairperson



Frontier School Division
Governance Support Program

Role of the Chairperson

The careful selection of a Chairperson is critical to the success of a committee.

The Chairperson participates in discussions, makes motions, and votes in the same way as any other member.

The following is an overview of the Chairperson's responsibilities:

- serves as the contact person for the committee,
- prepares before the committee meeting,
- develops and follows the meeting agenda,
- ensures the members of the committee are treated with respect and dignity,
- encourages the full participation of all members of the committee,
- offers a clear statement of the purpose of each item on the agenda,
- helps clarify and summarize the discussions, and where necessary, brings the topic to conclusion,
- outlines issues to be held over for future meetings,
- invites members to introduce motions,
- is familiar with the committee's constitution and terms of reference.

The Vice-Chairperson assumes the role of Chairperson when the Chairperson is absent from the meeting.

Some of the terms found on a school committee meeting agenda along with a brief description of the actions of the Chairperson follow on the next page.

- **Call to order** – At an appointed time, opens the meeting and welcomes and introduces any delegates or guests to the meeting.
- **Approval of Agenda** – Reviews the agenda, asks for changes or new business, and once finalized, requests a motion to accept the agenda.
- **Delegation** – Introduce delegation and set the ground rules for the presentation. This will be a timed item. (See Brochure on “Responding to Issues and Concerns” for information on Delegations.)
- **Approval of Minutes from Previous Meeting** – Asks the committee to review the minutes for clarity and possible errors, and once finalized, asks for a motion to adopt the minutes.
- **Business Arising from the Minutes** – Does a follow-up from action items arising from the last meeting.
- **Treasurer's Report** – Receives report from the Treasurer on financial statements and accounts, and requests motion to accept report.
- **Correspondence** – The Chairperson or the Secretary reads/summarizes any letter received and makes them available as information. Correspondence that requires action will be dealt with through a motion.
- **Draft Policy Report** – Reviews and discusses all draft Division or School policies for comment.
- **Reports** – Invites written and/or verbal reports from staff, introduces each person who is reporting, and requests a motion to accept reports.
- **For Approval** – Reviews sports trips/tours, fund-raising events, religious exercises/instruction, or request for use of school facilities, and request motion to approve.
- **In-Camera** – Requests a motion to move in-camera, and once session is completed, request a motion to move out of in-camera. (See pamphlet titled “Role of School Committee Secretary” for information on in-camera sessions.)
- **Unfinished Business** – Follows up on any action items introduced at a previous meeting.
- **New Business** – At the start of the meeting members were asked to include any new items or business. These items are now discussed.
- **General Discussion** – Reflects on the meeting and raise items for future meetings.
- **Adjournment and Date of Next Meeting** – Confirms the next meeting date and request motion to adjourn meeting.