

EXECUTIVE AND GOVERNANCE POLICY

4.0

Policy Title: 4.0 Role of the President

Last Approved: April 2021

BACKGROUND

The purpose of this policy is to outline the role of the President.

APPLICATION

This policy applies to the President and informs the President and SSBA Executive of the responsibilities of the President. The duties assigned to the President by the Association are specified in Bylaw No. 5. The President has a unique leadership role and is responsible for the oversight of the Executive. The Executive assigns to the President the following powers and duties:

POLICY STATEMENT

1. Assure the integrity of the Executive's process and represent the Executive to outside parties. The President is the only Executive member authorized to speak for the Executive, beyond simply reporting Executive decisions, other than in specifically authorized instances.
 - 1.1. The assigned result of the President's role is that the Executive behaves consistently with its own rules and those imposed upon it by law.
 - 1.1.1. Meeting discussion content will include only those issues that, according to Executive policy, clearly belong to the Executive to decide or monitor.
 - 1.1.2. Deliberation will be timely, fair, orderly and thorough, but also efficient and kept to the point.
2. Convene a meeting of the President, the Vice-President and the Executive Director and/or designates prior to each Executive meeting to determine the items to be included on the agenda, the order of these items, and to become thoroughly familiar with them.
3. Preside over all Executive meetings and ensure that such meetings are conducted in accordance with the Association's foundation statements, the policies as established by the Executive and statutory requirements.
4. Perform the following duties during Executive meetings:
 - 4.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated using Robert's Rules of Order;
 - 4.2. Ensure that all issues before the Executive are well-stated and clearly expressed;
 - 4.3. Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak through the maintenance of a speakers list on the subject under consideration;
 - 4.4. Encourage deliberation of all viewpoints;
 - 4.5. Ensure that debate is relevant. The President, in keeping with their responsibility to ensure that debate must be relevant to the question, shall, when they are of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;

- 4.6. Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
- 4.7. Ensure that each Executive member present has the opportunity to vote on all issues before the Executive;
- 4.8. Extend hospitality to Executive members, observers, presenters and Association staff;
- 4.9. Facilitate meetings so that the will of the Executive is achieved.
5. Provide a written report, in an agreed format, to each Executive meeting.
6. Foster, develop and/or maintain positive, professional working relationships with:
 - 6.1. The SSBA Vice-President in order to work as an effective team.
 - 6.2. The SSBA Executive.
 - 6.3. The Minister of Education.
 - 6.4. Other cabinet ministers whose Ministry's work relates to the Association's mandate.
 - 6.5. Presidents of other education stakeholder organizations.
 - 6.6. Other relevant partners (e.g. Chamber of Commerce, etc.)
 - 6.7. All member Boards.
 - 6.8. The Executive Director and staff.
7. Communicate regularly, in a timely manner, with Boards concerning Association activities.
8. Advocate for excellence in public education and proactively monitor the environment for issues that impact the Association and its members.
9. Stay informed of significant developments within the Association.
10. Serve as Saskatchewan's representative to the Canadian School Boards Association (CSBA), Board of Directors.
 - 10.1. Attend all Meetings of the CSBA.
 - 10.2. Act as a communication link between the CSBA Board of Directors and the Executive.
11. Liaise with provincial school board associations.
12. Be responsible for ensuring the development and implementation of the orientation program for newly elected Executive members.
13. Be responsible for the Executive Director succession plan and Executive Director emergency succession plan.
14. Review the selection, compensation package and severance arrangements of the Executive Director.
15. When hiring senior management positions, participate in the interview panel along with the Executive director and an Executive member to be determined by the President or designate.
16. Demonstrate, through personal example, a commitment to life-long learning, personal growth and professional development.
17. Address matters related to individual Executive member's expense claims.

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18. Address matters related to Executive member's attendance.
19. Stay current with respect to provincial, national and international educational issues and trends.
20. Address inappropriate behaviour on the part of an Executive member.
21. Ensure that the Executive engages in annual assessments of its effectiveness as a governing body.
22. Serve as an ex officio voting member of all Executive committees.
23. The President has the authority to contact external legal counsel when there is an emergency situation pertaining to the role of the Executive.

REFERENCES

SSBA Bylaw No. 4.1 – Election of Executive
SSBA Bylaw No. 5 – Duties of the President and Vice-President
Executive Policy 2.0 – Role of the Executive
Executive Policy 3.0 – Role of the Executive Member
Executive Policy 6.0 – Executive Member Code of Conduct
Executive Policy 12.0 – Role of the Executive Director
SSBA Governance Handbook
SSBA Emergency Succession Plan (Executive HR Committee)
Financial and Operational Policies