

**Position Summary:      Chairperson**

- 1) All duties as assigned to Trustees including participation in Regular Board meetings as scheduled
- 2) Act as signing authority for the Division on employment contracts and outgoing payments for accounts payable:
  - a. Generally, authorizations have been done by one of the Chair, Vice Chair, and Chair of the Finance Committee in rotation, so once every three months
  - b. Most payments are processed via EFT (electronic funds transfer), however the signing authority is required to review and sign off on batches of invoices for payment
- 3) Participate in agenda setting meetings which generally occur the week prior to each board meeting. Items that have been submitted for consideration on the agenda are reviewed by the Chair and Vice Chair with assistance and participation from the Superintendent, Secretary Treasurer and the Executive Assistant
- 4) Lead Board meetings in accordance with Robert's Rules of Order
- 5) Generally, act and speak as the spokesperson for the Board of Trustees
- 6) Other duties as assigned by the Board of Trustees

**Position Summary: Vice Chairperson**

- 1) All duties as assigned to Trustees including participation in Regular Board meetings as scheduled
- 2) Act as signing authority for the Division on outgoing payments for accounts payable:
  - a. Generally, authorizations have been done by one of the Chair, Vice Chair, and Chair of the Finance Committee in rotation, so once every three months
  - b. Most payments are processed via EFT (electronic funds transfer), however the signing authority is required to review and sign off on batches of invoices for payment
- 3) Participate in agenda setting meetings which generally occur the week prior to each board meeting. Items that have been submitted for consideration on the agenda are reviewed by the Chair and Vice Chair with assistance and participation from the Superintendent, Secretary Treasurer and the Executive Assistant
- 4) In the absence of the Board Chairperson, Lead Board meetings in accordance with Robert's Rules of Order. Past practice as per our operational by-law has been that the Vice Chair presides over in camera meetings.
- 5) Other duties as assigned by the Board of Trustees

**Position Summary: Finance / Audit Committee Chairperson**

- 1) All duties as assigned to Trustees including participation in Regular Board meetings as scheduled
- 2) Act as signing authority for the Division on outgoing payments for accounts payable:
  - a. Generally, payments have been done by one of the Chair, Vice Chair, and Chair of the Finance Committee in rotation, so once every three months
  - b. Most payments are processed via EFT, however the signing authority is required to review and sign off on batches of invoices for payment
- 3) Review materials for, and participate in monthly Finance Committee meetings that review the results of operations of the Division on a monthly basis
- 4) Chair the Finance and Audit Committee meetings in accordance with Robert's Rules of Order
- 5) Oversee the annual presentation to the Board of the completed annual audited statements, and sign off on the audited statements
- 6) Other duties as assigned by the Board of Trustees

**Position Summary:      Policy Committee Chairperson**

- 1) All duties as assigned to Trustees including participation in Regular Board meetings as scheduled
- 2) Review materials for, and participate in monthly Policy Committee meetings that are used to review, revise and recommend to the Board actions in order to maintain the Division's policies in compliance with legislation as well as board directives
- 3) Chair the Policy Committee meetings in accordance with Robert's Rules of Order
- 4) Other duties as assigned by the Board of Trustees

**Position Summary: Policy Committee Member and Finance / Audit  
Committee Member (3 Members required for each)**

- 1) All duties as assigned to Trustees including participation in Regular Board meetings as scheduled
- 2) Review materials for, and participate in monthly Policy Committee meetings and/or Finance/Audit Committee meetings

**Position Summary: Sunrise Teachers' Association Liaison**

- 1) All duties as assigned to Trustees including participation in Regular Board meetings as scheduled
  
- 2) Participate in a committee whose purpose shall be to discuss and recommend action on matters not in the collective agreement but that are of joint concern to the STA and the Division. The committee will meet at least 4 times per year in accordance with the Collective Agreement

**Position Summary: Sunrise Education Foundation**

- 1) All duties as assigned to Trustees including participation in Regular Board meetings as scheduled
  
- 2) Participate in a committee whose purpose shall be to discuss and recommend action on matters related to the review and revision of the Trust document for the Sunrise Education Foundation. Meet as scheduled to review the activities and finances of the Foundation.