

ROLE OF THE VICE CHAIR

The Board shall at its inaugural and annual meeting elect one of its members to serve as Vice Chair, to hold office at the pleasure of the Board. If the Vice Chairperson vacates the office or ceases to be a member of the Board, the Board shall elect a Vice Chairperson to serve at the pleasure of the Board.

Specific Responsibilities

1. The Vice Chair shall act on behalf of the Board Chair, in the latter's absence and in such an event shall have all the duties and responsibilities of the Board Chair.
2. The Vice Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice Chair shall review the Board Annual Work Plan, meet with the Chair, the Superintendent and the Secretary Treasurer and become thoroughly familiar with items included in the agenda.
4. The Vice Chair shall be an alternate signing officer of the Board Chair for the District as outlined in 9 and 10 of Policy 5 Role of the Board Chair.

Legal Reference: *School Act* Sections 65, 67, 85

Related Policies:

Policy 2 – Role of the Board
Policy 3 – Role of the Trustee
Policy 4 – Trustee Code of Conduct
Policy 5 – Role of the Board Chair
Policy 7 – Board Operations
Policy 8 – Board Committees
Policy 9 – Board Representatives
By-Law 1 – Appeals
By-Law 2 – Indemnification
By-Law 3 – Trustee Elections

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