

## Policy 6

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### ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office during 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 shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assume all the duties and responsibilities of the Board Chair if the Board Chair resigns or is unable to fulfill the role.
3. At the Board's discretion, elections for a new vice-chair may be implemented in the absence of the Chair.
4. Prior to each Board meeting, the Vice-Chair shall participate with the Board Chair and the Superintendent and/or designate on items to be included on the agenda, the order of those items and become thoroughly familiar with them.
5. The Vice-Chair shall serve as Chair of Board Committee of the Whole meetings.
6. The Vice-Chair in conjunction with the Chair will review trustees' remuneration and expense claims and Superintendent expense claims.
7. 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.
8. The Board may assign the Vice-Chair other duties and responsibilities held by the Board Chair.
9. The Vice-Chair shall be an alternate signing authority for the Division.

Legal Reference: Section 33, 51, 52, 53, 64, 67 Education Act  
Board Procedures Regulation