Policy 6

ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected by the Board at its Organizational Meeting as per policy 7, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and 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 in providing leadership and guidance to the Board.

3. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair and the Chief Superintendent on items to be included on the agenda, the order of these items and become thoroughly familiar with them.

4. The Vice-Chair shall review and sign off on the Chair's expense claims. The Vice-Chair's expense claims shall be reviewed and signed off by the Chair of the Audit Committee.

5. Assist the Chair with the Board's orientation program for Trustees as per policy 3.

6. The Vice-Chair shall serve as Chair of the Governance Committee.

7. At the request of the Chair assist the Chair in addressing inappropriate behaviour on the part of a Trustee.

Adopted:	June 30, 2017
Revised:	January 29, 2019, October 22, 2019, June 30, 2021
Legal Reference:	Education Act, Sections 51, 52, 53, 54 Board Procedure Regulation