

POLICY 6

ROLE OF THE VICE-CHAIR

The Vice-Chair is elected at the annual Organizational Meeting of the Board. The Vice-Chair is accountable to the Board and may be removed from office at any time by a simple majority of Trustees at a regular or special meeting of the Board.

Specific Responsibilities:

The Vice-Chair shall:

1. 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. Assist the Chair in providing governance leadership to the Board.
3. Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures.
4. Prior to each Board meeting, confer with the Board Chair and the Superintendent and/or designate on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
5. Serve as an alternate signing authority for the Division.

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