

## **POLICY 6: ROLE OF THE VICE-CHAIR**

### **ROLE OF THE VICE-CHAIR**

The Vice-Chair shall be elected by the Board of Trustees 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 powers, duties, and responsibilities of the Board Chair.
2. Prior to each Board meeting, confer with the Board Chair for the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence and shall have all the powers, duties, and responsibilities of the Board Chair.
4. 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.
5. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.

#### **Legal Reference:**

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

#### **History**

Prepared: August 2003  
Amended: Februar 2014  
Amended: March 2020  
Amended: October 2024