

Policy 6

ROLE OF THE BOARD 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 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 procedures 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 Superintendent and/or designate on items to be included on the agenda, and the order of the agenda items. The Vice-Chair should become thoroughly familiar with the agenda items.
4. The Vice-Chair shall review and approve the Board Chair's expenditure claims, in accordance with Board policy.
5. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
6. Address inappropriate behavior on the part of the Chair (see also Policy 3 Appendix B Working Relationships Guidelines).

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