

## **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 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. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
4. Prior to each Board meeting, confer with the Superintendent and Board Chair on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
5. The Vice-Chair shall be an alternate signing authority for the Division.
6. In consultation with the Chair ensure the Board develops and implements an orientation program for newly elected trustees.
7. Ensure that the Board engages in regular (annual) assessments of its effectiveness as a Board and that annual assessments of the Chair (based on Policy 5) are conducted as part of this Board assessment.
8. Review and sign-off on trustee expense claims with the exception of the Chair's expense claims.
9. The Vice Chair along with one other trustee will review and sign-off the Chair's expense claims.
10. At the request of the Chair Assist the Chair in addressing inappropriate behavior on the part of a trustee and serve in the place of the chair if the chair is the object of inappropriate behavior.
11. Annually draft a Board Advocacy Plan for Board consideration.
12. Annually draft a Board Development Plan for Board consideration.
13. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

Legal Reference: Section 60, 61, 65, School Act

**Adopted: August 2004**

**Revised: August 2009**

**Reviewed: November 2009  
November 2013**