
ROLE OF THE VICE-CHAIR

The Vice-Chair will be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the discretion of the Board.

Specific Responsibilities

1. The Vice-Chair will act on behalf of the Board Chair, in the latter's absence and will have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair will 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 will be an alternate signing authority for the Division.
4. In the event that both a committee member and the alternate member cannot attend to the duties of their appointed committee, the Vice-Chair may attend and fulfill the duties required.
5. The Vice-Chair may be assigned other duties and responsibilities by the Board.
6. The Vice-Chair reviews and approves the Board Chair's expenditure claims.
7. The Vice-Chair's expenditure claims will be reviewed and approved by a trustee selected by the Board.

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

Approved: November 2005

Amended: May 5, 2010; March 16, 2011; June 19, 2014; November 2, 2016; March 21, 2018; March 11, 2020; January 25, 2023