

## Policy 6

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### 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 at the pleasure of the Board.

#### Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence or at the Chair's request and shall have all the duties and responsibilities of the Board Chair.
2. Prior to each Board meeting, confer with the other members of the Executive Committee on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. 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.
4. In consultation with the Chair ensure the Board develops and implements an orientation program for newly elected trustees.
5. Ensure that the Board engages in regular (annual) assessments of its effectiveness as a Board and that annual assessments of the Chair are conducted as part of this Board assessment.
6. Review and sign off on trustee expense claims with the exception of the Chair.
7. Act as a signing officer for the Division.
8. At the request of the Chair, assist the Chair in addressing inappropriate behavior on the part of a trustee.
9. Draft for consideration the Board development plan for the coming year.
10. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.

Reference: The School Division Administration Regulations, 2017, Sections 14 and 39

November 6, 2018