

Policy 6 - 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.

1. Specific Responsibilities

- 1.1. The Vice-Chair shall (when requested by the Board or the Board Chair), act on behalf of the Board Chair.
- 1.2. In the event the Board Chair is not in attendance after the time appointed for a meeting and a quorum is present, the Vice-Chair shall call the meeting to order and shall preside during the meeting or until the arrival of the Board Chair.
- 1.3. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and in providing leadership and guidance to the Board.
- 1.4. Prior to each Board meeting, participate in conferring with the Chair and the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
- 1.5. The Vice-Chair may be assigned other duties and responsibilities by the Board or the Board Chair.
- 1.6. The Vice-Chair shall be an alternate signing authority for the Division.

Reference: Section 33, 51, 52 53, 64, 67 Education Act
Board Procedures Regulation (AR 82/2019)

Effective: May 21, 2009

Amended: November 10, 2020