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**POLICY 06**  
**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 discretion 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.
4. The Vice Chair shall be an alternate signing authority for the Division.
5. In the event that both a committee member and the alternate member cannot attend to the duties of their appointed standing committee, the Vice Chair may attend and fulfill the duties required.
6. Prior to each Board meeting, the Vice-Chair may confer with the Board Chair and Superintendent on items to be included on the agenda, the order of these items and become thoroughly familiar with them.

Legal Reference: Section 65 School Act

Developed: November 2005  
Amended: May 5, 2010  
Amended: March 16, 2011  
Amended: March 19, 2014  
Amended: November 2, 2016