

## POLICY 5- ROLE OF THE VICE CHAIR

1. Two vice chairs will be elected at the inaugural meeting or organizational meeting of the board each year. A trustee will be elected vice chair to take office immediately following the election and serve for six months. One other trustee will be elected to serve for the subsequent six months or until the next inaugural meeting or organizational meeting.
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 assume the powers of the chair in their absence or as delegated by the chair.
4. The vice chair will preside over meetings of the committee of the whole and planning and development meetings. Prior to each meeting, the vice chair will confer with the director on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
5. In the absence of the chair and the vice chair from a meeting of the board, the members present will elect one of their number to act as chair of the meeting.

Legal Reference: The School Division Administration Regulations, Section 39  
Date Last Revised: April 15, 2025