

POLICY 5– ROLE OF THE VICE CHAIR

1. Vice-Chairs for the year shall be elected at the inaugural meeting of the Board each year. A trustee shall be elected Vice-Chair to take office immediately following the election and serve for six months. One other trustee shall be elected to serve for the subsequent six months or until the next inaugural meeting.
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 shall assume the powers of the Chair in his/her absence or as delegated by the Chair.
4. The Vice-Chair shall preside over meetings of the Committee of the Whole and Planning and Development meetings. Prior to each meeting, 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 shall elect one of their number to act as Chair of the meeting.
6. In the event that either the Chair or the Vice-Chair is not able to be in attendance at a Board or community sponsored function, the Chair shall endeavor to ensure that a trustee is in attendance to represent the Board.

Legal Reference: The School Division Administration Regulations, Section 39
Date Last Revised: June 18, 2019