

<p><i>Policy Manual</i></p> <p>PAGE: 1 of 1</p>	<p>Policy 5 TITLE: Role of the Vice-Chair APPROVED: May 26, 2009 AMENDED/REVIEWED: February 28, 2023</p>
<p>LEGAL REFERENCE: Section 33, 51, 52, 53, 64, 67 Education Act; Board Procedures Regulation</p>	

Policy

The Vice-Chair shall be elected by the Board at its annual organizational meeting, and thereafter at any time as determined by the Board, to hold office during the pleasure of the Board.

Guidelines and Procedures

1. In the absence of the Board Chair the Vice-Chair shall act as the Board Chair and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair may attend, as an observer, all committees of the Board.
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. The Vice-Chair may be assigned other duties and responsibilities by the Board or Board Chair.
5. The Vice-Chair shall be an alternative signing authority for the Division.