

## ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected by the Board of Trustees at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure 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 any operating procedures established by the Board, and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair and the Superintendent on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. The Vice-Chair shall review and sign off on the Chair's expense claims, when associated with Trustee General funds.
5. The Vice-Chair shall be an alternate signing authority for the Division, on select documents, as required.

### Reference:

[Board Procedures Regulation AR 82/2019, Education Act](#)