

Policy 6

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 during 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 procedures and in providing leadership and guidance to the Board.
3. The Vice-Chair may be assigned other duties and responsibilities held by the Board Chair.
4. The Vice-Chair shall be an alternate signing authority for the Division.
5. The Vice-Chair shall review and approve expenditure claims submitted by the Board Chair.
6. The Vice-Chair shall review and approve expenditure claims submitted by the Trustees when the Board Chair is unable to do so.
7. The Vice-Chair shall review and approve the Superintendent's vacation and sick leave entitlements and expenditure claims when the Board Chair is unable to do so.

Legal Reference: Section 51, 52, 53, 54 Education Act

First reading	June 9, 2020
Second reading	September 8, 2020
Third Reading	September 8, 2020