

## Board Policy 6

### Role of the Vice-Chair

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The Vice-Chair shall be elected by the Board at each annual 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 in such circumstances.
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. With the Chair annually review and update the Trustee Handbook.
4. The Vice-Chair, may be assigned other duties and responsibilities by the Board/Board Chair.

Reference: Section 65 School Act

