

## 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. The Vice-Chair shall assist, when possible, the Board Chair in the development of the Board Meeting Agenda.
4. Review, with the Secretary-Treasurer, and then approve monthly expense claims of the Board Chair.
5. With the Board Chair, annually review the Trustee Handbook, and ensure its applicability for Trustee orientation.
6. The Vice-Chair may be assigned other duties and responsibilities by the Board/Board Chair.

References: Sections 33, 51, 52, 53, 64, 67 – Education Act