

Policy Number and Name: 306 Role of Board Vice Chair

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date: September 9, 2025

Purpose:

The Board Vice Chair supports the Chair in providing leadership and guidance to the Board and acts on behalf of the Chair when the situation arises.

Policy:

The Vice Chair shall:

- 1) The Vice Chair shall be elected by the Board at the Organizational Meeting.
- 2) Act on behalf of the Chair, in the latter's absence or at the Chair's request, and shall have all the duties and responsibilities of the Board Chair.
- 3) Assist the 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) Support the Chair in preparation for and facilitation of Board meetings.
- 5) Facilitates new Trustee orientation following the civic election and implements the orientation in consultation with the Board.
- 6) Review and sign off on expense claims of the Chair and Trustees.
- 7) Assists and supports the Chair in addressing inappropriate behavior on the part of the Trustees.
- 8) Must sit on the Human Resource Committee.
- 9) Board Chair or Vice-Chair must act as Chair of Governance Committee.
- 10) Carry out the Code of Conduct processes outlined in the Code of Conduct policy in cases where the matter involves the Chair.
- 11) Acts as the signing officer of the Division in absence of the Chair as per the Board Policy 403 - Signing Authority.

Be assigned other duties and responsibilities by the Board or Board Chair. *References:*
The School Division Administration Regulations, 2017, Parts 4, 8