

BACKGROUND

The Board of Trustees acknowledges the supporting role of the Vice Chair and entrusts the Vice Chair with providing leadership and guidance to the Board. 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 at the pleasure of the Board. The Vice Chair assists the Board Chair and helps ensure that the Board's work is carried out effectively, efficiently, and in alignment with legislation and Board policy.

GUIDELINES

The Vice Chair is delegated the following responsibilities:

1. Assume the duties and responsibilities of the Board Chair in their absence or inability to act.
2. Assist the Board Chair in their responsibilities as requested.
3. Serve on designated committees, including chairing the Board Planning Committee.
4. Review and approve the Board Chair's and trustee expense claims and additional honoraria in accordance with Board policy and current administrative procedures.
5. Oversee the implementation of the Superintendent of Schools contract and review and approve their leave entitlements and expense claims according to the contract and current administrative procedures.
6. Provide direct oversight of the Board departmental budget and report to the Board Planning Committee semi-annually.
7. Provide trustees with information on professional learning opportunities for their consideration.
8. Act as signing authority for the Division.
9. Perform any additional functions as directed by the Board.

Legal Reference:

- Section 33, 51, 52, 53, 64, 67 Education Act
- Board Procedures Regulation