

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the Organizational Meeting and afterwards at any time determined by the Board, shall elect one of its members to serve as Board Vice-Chair, 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 by the Board Chair.
4. The Vice-Chair shall be an alternate signing authority for the Division.
5. Confer with the Superintendent and Board Chair, prior to each Board meeting, on the items to be included on the agenda, and the order of these items.
6. The Vice-Chair and the Board Chair shall complete an annual evaluation and a written report of the Superintendent.
7. The Vice-Chair and the Chair of the Council of School Councils (COSC) shall prepare the agendas for COSC meetings together.
8. The Vice-Chair shall serve as Chair of the Policy Committee.

Reference:

[Education Act](#)
[Board Procedures Regulation](#)
[Policy 12 Role of the Superintendent](#)
[Policy 12 Appendix A](#)
[Policy 12 Appendix B](#)