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## ROLE OF THE VICE-CHAIR

At a November meeting, the Board shall elect a Vice-Chair who shall serve at the pleasure of the Board. The Vice-Chair assists the Board Chair in ensuring the Board operates in accordance with its own policies and procedures. A majority of the Board may elect a new Vice-Chair at any time.

### Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence or inability to act, and shall have all the duties and responsibilities of the Board Chair in such instances.
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. Prior to each Board meeting, the Vice-Chair may meet with the Chair, the Superintendent, and the Secretary Treasurer, and will become thoroughly familiar with items included in the agenda.
4. The Vice-Chair shall be an alternate signing authority for the District.

Legal Reference: Sections 65, 67, 85 *School Act*

Adopted: May 18, 2022  
Reviewed: October 11, 2023  
Revised: