Policy 7: Role of the Board Vice- Chairperson

Purpose:

In accordance with Board by-laws (Policy 5), the Board of Trustees will select a vice-chairperson at the annual organizational meeting.

Specific Responsibilities:

1. In the absence of the chairperson, the vice-chairperson shall act on their behalf and have all the powers, duties and responsibilities outlined in Policy 6. The vice-chairperson will ensure they are prepared to do so.

2. The vice-chairperson shall assist the chairperson in ensuring that the Board operates in accordance with its policies and in providing leadership to the Board.

3. Organizes the annual Board retreat.

4. Organize the annual assessments of the Board and its Superintendent.

5. The vice-chairperson shall carry out other duties as assigned by the chairperson.

References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	**Revision Description**	**Approved Date**	**Review Date**
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 September 2013 June 2017	2022-2026 Board
4	Reviewed and no changes recommended	January 2026	Fall 2025
5			