

Policy 6

ROLE OF THE VICE-CHAIR

The Board of Education shall at its inaugural meeting and subsequently at each annual meeting or at anytime determined by the board, *elect* one (1) of its members to serve as vice-chair, to hold office at 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 chair all In-Camera Meetings.
3. 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.
4. Prior to each board meeting, meet with the chair, the superintendent and secretary treasurer to determine the items to be included in the in-camera agenda, and to become thoroughly familiar with them.
5. The vice-chair shall be an alternate signing officer for the district.

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

Adopted: September 2019