

## **ROLE OF THE VICE-CHAIR**

At each inaugural and annual meeting, the Board shall elect a trustee who shall serve as Vice-Chair during the next year at the pleasure of the Board. Voting shall be by secret ballot, unless the position is acclaimed.

### **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 in such instances.
2. The Vice-Chair shall chair regular 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, the Vice-Chair shall meet with the Chair, the Superintendent and the Secretary-Treasurer and will become thoroughly familiar with items included in the agenda.

Legal Reference: Sections 65, 67, 85 School Act

Adopted: December 15, 2020