

## Policy 7

---

### ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected by the Board at its organizational meeting, and thereafter at any time determined by the Board, 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. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair and the Superintendent on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. The Vice-Chair shall develop a yearly plan for advocacy including focus, key messages, relationships, and mechanisms in accordance with Policy 3 – Role of the Board, sub-point 6.1.
5. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
6. The Vice-Chair shall be an alternate signing authority for the Division.

Legal Reference: Board Procedures Regulation, Alta Reg 82/2019  
Education Act

Amended: April 30<sup>th</sup>, 2020