



SD 42 POLICY: 2918

VICE-CHAIRPERSON - ELECTIONS / ROLES / RESPONSIBILITIES

1. ELECTIONS

At its inaugural meeting following a general local election and for the following two years, at the regular November meeting, the Board shall elect one of its members to serve as Board Vice-Chairperson, to hold office at the pleasure of the Board.

2. ROLES

The Vice-Chairperson shall act on behalf of the Board Chairperson, in the latter's absence and shall have all the duties and responsibilities of the Board Chairperson.

3. RESPONSIBILITIES

The Vice-Chairperson shall assist the Board Chairperson in ensuring the Board operates in accordance with the *School Act* policies and procedures, and Roberts' Rules of Order in providing leadership and guidance to the Board.

Prior to each Board meeting, confer with the Board Chairperson, Superintendent and Secretary Treasurer on items included on the agenda, and become thoroughly familiar with them.

The Vice-Chairperson may be assigned other duties and responsibilities by the Board Chairperson.

The Vice-Chairperson shall be an alternate signing authority for the District, if required.

APPROVED: October 10, 2012

AMENDED: February 26, 2019