

## Policy 6

---

### 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 or at the Board Chair's request and shall have all the duties and responsibilities of the Board Chair. (Note: In the absence of the Board Chair and the Vice-Chair from a meeting of the Board, the trustees present shall elect one of their members to act as Chair of the meeting.)
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. In consultation with the Board Chair ensure the Board develops and implements an orientation program for newly elected trustees.
4. Act as a signing officer for the Division in the absence of the Board Chair.
5. Address inappropriate behaviour on the part of a trustee in collaboration with the Board Chair as per Policy 4 – Trustee Code of Conduct.
6. Be a standing member of the Board Development Committee.
7. Be a standing member of the Out of Scope Committee.
8. Lead the process of drafting and presenting the Board advocacy plan for the coming year and update the Board regularly on progress.
9. Sign off monthly expense claims for the Board Chair.
10. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.

Revised: November 26, 2018; February 11, 2019; June 8, 2020; June 21, 2021