



## **POLICY 6 ROLE OF THE VICE CHAIR**

Approved: 2020 01 23

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### **BACKGROUND**

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 at the pleasure of the Board.

### **Specific Responsibilities:**

1. Act on behalf of the Chair, in the latter's absence or inability to act and shall have all the duties and responsibilities of the Chair.
2. Assist the Chair in the Chair's responsibilities.
3. Serve on designated committees.
4. Review, process and approve the Chair's and trustee expenditure claims, in accordance with Board policy and current administrative procedures.
5. Oversee the contract administration for the Superintendent of Schools and review, process and approve the Superintendent's vacation entitlement, sick leave and expenditure claims according to the contract and current administrative procedures.
6. Provide direct oversight of the Trustees' departmental budget.
7. Act as signing authority for the Division.
8. Exercise any other function as directed by the Board.

### **Legal Reference:**

- Section 33, 51, 52, 53, 64, 67 Education Act
- Board Procedures Regulation