



Role of the Vice-Chair

Policy References	Policy Development Tracking
External: Internal: BP 5: Role of the Board Chair	Adopted: June 28, 2011 Amended: June 26, 2018

The Vice-Chair shall be elected at the Organizational Meeting of the Board each year and shall take office immediately. The Vice-Chair shall hold office at the pleasure of the majority of the Board until the next Organizational Meeting, and shall be eligible for re-election.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter’s absence or at the Chair’s request 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. The Vice-Chair shall review and approve the Director’s vacation entitlement and expenditure claims on a monthly basis.
4. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.