

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. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
4. The Vice-Chair shall be an alternate signing authority for the Division.
5. If possible, prior to each Board meeting, confer with the Superintendent and Board Chair on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
6. The Vice-Chair and the Chair of the Council of School Councils (COSC) shall prepare the agendas for COSC meetings together.
7. The Vice-Chair will update annually the rotating schedule of Trustees regarding the Division's website messages and greetings to staff, as well as the presentations of the long service awards for service departments.
  - 7.1 The Vice-Chair will ensure that Trustees are aware of their turn on the schedule and remind them to find an alternate if they are not available.

**Reference:**

Section 65 [School Act](#)