

AVON MAITLAND DISTRICT SCHOOL BOARD

BOARD POLICY #8

ROLE OF THE BOARD VICE-CHAIR

Legal References: *Education Act, Sections 170-171 Duties and Powers of Boards; Section 208 (7) Vice-chair; Section 208 (12) Voting of the Chair; Section 230 Compliance with Board Obligations, Bill 177*

Related References: *OPSBA Educating Together: A Handbook for Trustees, School Boards and Communities; Robert's Rules of Order*

The vice-chair is elected by the board to share the leadership role of the chair. The vice-chair assists the chair in ensuring that the board operates in accordance with its own policies. The board's ability to discharge its obligation is enhanced by the leadership and guidance provided by the vice-chair.

1. Responsibilities

The vice-chair of the board shall:

- a) Be the Chair of the Committee of the Whole Board in Closed Session;
- b) Sign Committee of the Whole, Closed Session minutes approved by the board;
- c) In the temporary absence of the chair, assume the duties and responsibilities of the chair;
- d) Be a member of Audit Committee as ex officio (non-voting) member;
- e) Recommend to the board, in consultation with the chair, trustee assignments to board committees;
- f) Recommend to the board, in consultation with the chair, assignment of trustees as representatives to any other organization to which the board has the power or privilege to appoint representatives [Note: Trustees will be given an opportunity to express their preferences in relation to committee involvement and other interests [using Form 010], and these preferences will be reviewed in preparing recommendations for trustee assignments.].

2. Implementation of the Vice-Chair's Responsibilities

- 2.1 The vice-chair shall assist in the development of the board meeting agenda in consultation with the chair and the board's director of education.
- 2.2 The vice-chair may be assigned duties and responsibilities by the board chair.
- 2.3 The vice-chair shall be an alternate signing authority for the district.
- 2.4 Prior to publication for approval, the vice-chair of the board, where possible, will review the draft minutes of the Board.