

## **POLICY 7**

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### **ROLE OF THE VICE CHAIR**

The Board of Trustees shall select one of its members at the Organizational Meeting to serve as Vice Chair, to hold office at 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. In conjunction with the Board Chair, act as the duly representative to negotiate contract terms with the Superintendent. Refer to Policy 18 Appendix A.
4. Prior to each Board meeting, confer with the Superintendent and Chair on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
5. Keep track of items for future agendas during meetings.
6. The Vice -Chair may be assigned other duties and responsibilities by the Board Chair.
7. Ex-officio is Latin, meaning literally 'from the office', and the sense intended is 'by right of office'. The Chair is ex-officio, the vice-chair is not.

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