

<b>Policy Title</b>	<b>Role Description – Vice-Chair of the Board</b>		
<b>Date of Issue</b>	November 16, 2010	<b>Related Procedure</b>	
<b>Revision Dates</b>	May 17, 2011; February 21, 2012 (rev. Rationale-Strategic Plan); June 21, 2016; June 21, 2022	<b>Related Forms</b>	
<b>Review Date</b>	June 1, 2027	<b>Originator</b>	Board of Trustees
<b>References</b>			
Education Act; Bluewater District School Board Procedural By-Laws			

**1.0 RATIONALE**

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board’s Vision, Mission and Strategic Plan priorities.
- 1.2 The Education Act provides for the establishment of locally elected school boards responsible for operating publicly funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for board decisions applies to the board as a corporate entity rather than to individual trustees.
- 1.3 The vice-chair of the board (vice-chair) will operate with members of Bluewater District School Board in accordance with the trustees’ code of conduct and the board’s Vision, Mission and Strategic Plan priorities.

**2.0 POLICY**

- 2.1 The role of vice-chair will allow the incumbent to develop the skills necessary to step into the role of the chair, if absent or as necessary.
- 2.2 It is the policy of Bluewater District School Board, in addition to any other duties stated in the Education Act, that the vice-chair shall:
  - i. serve in a capacity as outlined in the Bluewater District School Board Procedural By-Laws;
  - ii. act as the primary support to the chair and will assist the chair in ensuring that all trustees receive Executive Committee meeting notes as soon as possible after each Executive Committee meeting;
  - iii. take actions on matters of the board, only after consultation with the chair, and shall not negate the authority of the chair;
  - iv. automatically step into the role of chair should the chair vacate their position during a meeting, unless the vice-chair declines on the grounds of wishing to speak to the issue;
  - v. not automatically step into the role of the chair should the chair vacate their position permanently. However, the vice-chair shall act as interim chair until elections are held; and

- vi. provide all trustees with written monthly summary reports of any additional meetings, conferences, activities, or events that the vice-chair has attended, participated in, or organized on behalf of the board, in open or in-camera session, as appropriate.