

#128772

DUTIES OF THE VICE CHAIR OF THE BOARD

The Vice Chair of the Board shall act as Chair of the Board in the absence of the Chair. The Vice Chair shall become the Acting Chair of the Board upon the demise or resignation of the Chair until a duly called meeting of the Board can choose a Chair.

- a) Upon assuming the Chair he/she shall assume all the powers and responsibilities of the Chair for as long as he/she is in the Chair. Without in any way restricting the generality of the foregoing, the Vice Chair shall act on behalf of the Chair, and shall have all the duties and responsibilities of the Chair whenever:
 - i. The Chair is absent or in the event of the demise or resignation of the Chair, or
 - ii. The Chair is deemed to have a conflict of interest in matters that pertain to the Board, or
 - iii. Called upon to take on other duties and responsibilities as assigned by the Chair to do so by the Chair.
- b) Shall act as a representative of the Board at all public functions called upon to attend in the capacity of Vice Chair or Acting Chair.
- c) Shall, in the absence of the Chair, be the official spokesperson of the Board.
- d) Shall be chosen annually at the inaugural meeting of the Board.
- e) In the case of the absence of the Vice Chair, the member with the longest continuous service shall assume the responsibilities of the Vice Chair.
- f) Shall attend meetings with the Chair, Superintendent, and Secretary-Treasurer/Chief Financial Officer to prepare the agenda for each regular meeting of the Board. Additionally, attendance at these meetings ensures that the Vice Chair will be informed equally as the Chair and ready to respond as needed in the absence of the Chair.
- g) Assist the Chair with the annual Board self-evaluation.
- h) Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
- i) Assist the Chair with new Board Member orientation.

ADOPTED	REVIEWED	REVISED	PAGE
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Motion 08-16-10		Motion 11-03-22	