



POLICY 6
ROLE OF THE VICE CHAIR

Approved: September 2014

Reviewed February 2024

Due: 2025-2026

The Vice-Chair shall be elected by the Charter Board at its Organizational Meeting, and thereafter at any time determined by the Charter Board, to hold office during the pleasure of the Charter Board.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Chair.
2. The Vice-Chair shall assist the Chair in ensuring that the Charter Board operates in accordance with its own policies and in providing leadership and guidance to the Charter Board.
3. Prior to each Charter Board meeting, the Vice-Chair shall confer with the Chair and the Superintendent and/or designate on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. The Vice-Chair and the Chair, Finance and Audit Committee shall review and approve the Chair's expenditure claims, in accordance with Charter Board policy.
5. The Vice-Chair may be assigned other duties and responsibilities by the Chair.

Reference:

Education Act, s. 52, 53, 54 Calgary Girls Charter School

Charter Board Handbook Manual