

## Policy 7 – Role of the Deputy Chair

Initial Approval:	September 4, 2018		
References:	The School Division Administration Regulations, 2017, Parts 4, 8		
Date Revised:		Motion:	13381

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

The Deputy Chair shall:

1. Act on behalf of the Board Chair, in the latter's absence or at the Chair's request and shall have all the duties and responsibilities of the Board Chair.
2. 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. Support the Board Chair in developing the agenda for Board meetings.
4. In consultation with the Board, ensure that prior to Board Elections the Board develops and implements an orientation program for newly elected Trustees.
5. Ensure that the Board engages in assessments of its effectiveness as a Board and that annual assessments of the Chair are conducted as part of Board assessment.
6. Review and sign off on expense claims of the Chair and review and sign off on Trustee expense claims in the absence of the Chair.
7. At the request of the Chair, assist the Chair in addressing inappropriate behaviour on the part of a Trustee.
8. Provides a presence in support of the Chair at key community linkage meetings (e.g. employee and political groups).
9. Chair one or more of the following committees; Board Human Resource Services Review, Board Finance Review, Board Policy Review, Board Faith, or Board Archdiocesan Liaison Committees.
10. Be assigned other duties and responsibilities by the Board Chair.
11. In the absence of the Chair and the Deputy Chair from a Board or committee meeting, the members present shall elect one of their number to act as Chair of the meeting.