

Policy 7 – Role of the Deputy Chair

Initial Approval:	September 4, 2018		
References:	The School Division Administration Regulations, 2017, Parts 4, 8		
Date Revised:	March 3, 2025	Motion:	14102

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. Prior to the civic election, and in consultation with the Board, ensures 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 in addressing Trustee behaviour as per the Trustee Code of Conduct.
8. Provides a presence in support of the Chair at key community linkage meetings (e.g., employee groups, community groups, and elected bodies).
9. Chair one or more of the following committees: Board Policy Review, Board Archdiocesan Liaison Committee.
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.
12. In the event that Co-Deputy Chairs are elected at the Board Organizational Meeting:
 - 12.1. Co-Deputy Chairs shall be recognized as Deputy Chair and follow the guidelines of Deputy Chair as outlined in this policy.

- 12.2. They shall operate in a collaborative model with each other and the Board Chair but if consensus cannot be reached, the Board Chair may intervene and make the decision.
- 12.3. Their remuneration will align with Appendix B – Schedule of Remuneration and Expense Allowances and will not exceed the total remuneration allocated for a single Deputy Chair. They will determine how to divide this remuneration and communicate their decision to the Board Chair and CFO/Business & Finance.