



PL 2 – 02.2.0 Role of the Board Vice Chair

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| Related Policies: | Date of Approval: 2017 August 1 |
| Related Procedures: | Last Amended: 2020 October 7 |
| Exhibits: | Last Reviewed: 2020 October 7 |

FOUNDATIONAL PILLAR – Board Governance and Processes

EXPECTATION

The Board expects the Vice Chair elected by the Board to support the Board in the pursuit of the Division's **Organizational Goals**.

REQUIREMENTS AND LIMITS

1. The Vice Chair of the Board will
 - a. serve as the Chair in the event of the Chair's absence or inability to perform assigned duties
 - b. assist the Board Chair in ensuring that the Board is advised when it is taking actions that are not consistent with the Board's policies, the Division's administrative procedures and with other obligations imposed by agencies whose authority supersedes the Board
 - c. assist the Chair in developing the agenda for meetings of the Board
 - d. execute other duties and responsibilities of the Board Chair as delegated by the Board Chair
 - e. review and authorize on behalf of the Board, the Board Chair remuneration and expense claims.

HISTORY

- 2017 Aug 1 Approved
- 2018 Feb 18 Reviewed
- 2018 Dec 12 Amended
- 2019 Nov 29 Reviewed
- 2020 June 24 Amended
- 2020 Oct 7 Amended