



PL 2 – 02.2.0 Role of the Board Vice Chairs

Related Policies:	Date of Approval: 2017 August 1
Related Procedures:	Last Amended: 2024 June 25
Exhibits:	Last Reviewed: 2024 June 25

FOUNDATIONAL PILLAR – Board Governance and Processes

EXPECTATION

The Board expects the Vice Chairs 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.

2. The Second Vice Chair of the Board will
 - a. serve as the Chair in the event of the Chair's and Vice 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 and Vice 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.

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
- 2024 June 25 Amended

