



BOARD ADMINISTRATION 2100

**BOARD VICE-CHAIRPERSON 2192
ROLE DESCRIPTION**

1. Rationale

The Education Act provides for the establishment of locally elected school boards responsible for operating publicly-funded schools. A strong public education system is the foundation of a prosperous, caring and civil society. The purpose of education is to provide students with the opportunity to realize their potential and develop into highly skilled, knowledgeable, caring citizens who contribute to their society. All partners in the education sector, including the Minister, the Ministry and the boards, have a role to play in enhancing student achievement and well-being, closing gaps in student achievement and maintaining confidence in the province's publicly funded education systems.

The role of the Vice-chairperson of the Board is a vital part of this effective governance. This role will act as primary support to the Chairperson.

The Vice-chairperson will operate with members of the Simcoe County District School Board to support the goals and directions found in the multi-year plan.

2. Policy

It is the policy of the Simcoe County District School Board that the following components will form the role description of the Vice-chairperson:

- 2.1 the Education Act requires members of the Board to elect one of themselves to be Vice-chairperson and he/she shall preside in the absence of the Chairperson;
- 2.2 presides as Chairperson of the Closed Session of the Committee of the Whole;
- 2.3 is a member of Standing Committees, Special and By-law Committees of the Board but will not chair a Standing Committee;
- 2.4 acts as the primary support to the Chairperson;
- 2.5 automatically steps into the role of the Chairperson should the Chairperson vacate their position during a meeting, unless the Vice-chairperson declines;
- 2.6 shall take actions on matters of the Board only after consultation with the Chairperson, and shall not negate the authority of the Chairperson;
- 2.7 establishes agendas for Board meetings, in consultation with the Chairperson and Director of Education or the supervisory officer acting as the Board's Director of Education;
- 2.8 presides as Chairperson for all By-law Committee meetings;

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- 2.9 consults with the Chairperson and one other trustee appointed by the Board to provide, annually, a report recommending the appointment of members to Mandatory, Continuing and External/Joint committees for consideration to the December Board meeting;
- 2.10 monitors, along with the Chairperson trustee expenses and reports semi-annually to the Board;
- 2.11 review monthly Board minutes with the Chairperson and the Director of Education.

3. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

ADOPTED JANUARY 19, 2011