



POLICY 6

Revised November 2025

ROLE OF THE VICE CHAIR

In accordance with the Board Procedures Regulation, an appendix of the *Education Act*, the Board of Trustees of Holy Spirit Catholic Separate School Division, at its annual organizational meeting, and at any other time as determined by the Board shall elect one of its members as vice chair.

The Vice Chair is accountable to the Board and may be removed from office at any time by a simple majority of trustees at a regular or special meeting of the Board.

The Vice Chair shall act on behalf of the Board Chair, in the latter's absence.

The Vice Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership to the Board.

The Vice Chair shall assist the Board Chair and Superintendent in the preparation of the agenda for meetings of the Board.

The Vice Chair shall present, on behalf of the Board, the division's Annual Budget.

The Vice Chair shall be the chair of the Audit Committee.

The Vice Chair shall review the Trustees' remuneration and expense claims.

The Vice Chair shall assist the Board Chair in the yearly review of the Superintendent's contract and compensation.

References

Sections 64, *Education Act*
Board Procedures Regulation, Alberta Regulation 82/2019