

OFFICIAL DUTIES – VICE CHAIRPERSON

1. In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson, and will preside at all meetings of the Board. The Vice Chairperson shall not fill vacancies required to be filled by the Chairperson, but may serve as an ex-officio member of Board standing committees during the Chairperson's absence.
2. The Vice Chairperson shall work with the Chairperson and Superintendent to become informed of Board business, and shall, in the absence of the Chairperson, act as a resource to the Superintendent on matters that may require further consideration between Board meetings.
3. In the absence of the Chairperson, the Vice Chairperson shall act as spokesperson for the Board, except as this responsibility is specifically delegated to others.
4. In the absence of the Chairperson, the Vice-Chairperson's signature shall be an alternate signature on all legal documents requiring the signature of the Board Secretary.