



**Date:** September 24, 2025 **Agenda Item:** 7.8

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Committee of the Whole  
Shawna Warren, Superintendent

**Subject:** **Policy 6: Role of the Vice Chair**

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**Recommended Motion:**

THAT the Board of Trustees approve the newly developed Board *Policy 6: Role of the Vice Chair* as presented at the September 23, 2025, Public Board meeting.

**Background:**

Board Policy 6: Role of the Vice Chair provides a dedicated policy outlining the responsibilities, authority and expectations of the Vice Chair.

The Vice Chair is elected at the Board's Organizational Meeting, or at another time determined by the Board and serves at the pleasure of the Board. Their primary responsibility is to support the Chair in providing leadership and, when required, assume all duties of the Chair to ensure the Board fulfills its legislative and policy obligations. Key responsibilities include collaborating with the Chair and Superintendent to prepare agendas, acting as an alternate signing authority, assisting with Trustee orientation, reviewing the Chair's expense claims and supporting cooperation and unity among Trustees. Additional duties may be assigned by the Chair or the Board as needed.

Adopting Policy 6 ensures clarity in succession planning and strengthens collaborative governance. For the incoming Board following the October 2025 election, this policy provides a clear framework that enhances accountability, continuity, and alignment with the Education Act and related Board policies.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLQS](#) in the following way:

**COMPETENCY:** (1) Building Effective Relationships  
**INDICATORS:** d. modeling ethical leadership practices, based on integrity and objectivity.

**COMPETENCY:** (6) School Authority Operations and Resources

- INDICATORS:** a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.
- COMPETENCY:** (7) Supporting Effective Governance
- INDICATORS:**
- a. establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity;
  - f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms;
  - g. implementing board policies and supporting the regular review and evaluation of their impact;
  - j. building the capacity of the board and staff to predict, communicate and respond to emergent circumstances, including emergency readiness and crisis management, and to political, social, economic, legal and cultural contexts and trends;
  - k. supporting the board in its engagement with the school community to develop a vision of a preferred future for student success; and
  - l. facilitating ongoing public communication about the board's operations and the achievement of its goals and priorities.

**Governance Implications:****Education Act**

## Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

- (h) establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness,

**Board Procedures Regulation**

## Organizational meeting

(3) At the organizational meeting, and afterwards at any time as determined by the board, the board must elect one of its members as chair and another as vice-chair to hold office during the pleasure of the board

## Policies and procedures

## 4 The board must

- (a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and
- (b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

[Policy 9: Policy Development](#)

The Board believes that the primary means by which it provides governance to Sturgeon Public Schools is through written policies. These policies provide direction for the action of the Board, Superintendent, staff, students, electors and other agencies.

Administration is prepared to respond to questions at the September 24, 2025, Public Board meeting.

**Attachment(s) and/or link(s):**

1. Policy 6: Role of the Vice Chair

## **Policy 6: Role of the Vice Chair**

### **POLICY**

The Vice Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board.

### **VICE CHAIR RESPONSIBILITIES**

The Vice Chair shall:

1. In the Board Chair's absence, act on behalf of the Board Chair and the Vice Chair shall have all the duties and responsibilities of the Board Chair.
2. The Vice Chair shall assist the Board Chair in ensuring the Board operates in accordance with its own policies and legislation.
3. Prior to each Board meeting, the Vice Chair shall, when possible, confer with the Board Chair and the Superintendent on items to be included on the agenda, the order of the items and become familiar with them.
4. The Vice Chair shall be an alternate signing authority for the Division.
5. Support the Board Chair in providing leadership and guidance to the Board.
6. Assist the Board Chair with orientation for new Trustees following municipal elections.
7. Review and sign off on the Board Chair's expense claims.
8. Encourage cooperation, respect and unity amongst board members.
9. At the request of the Chair, assist in addressing inappropriate behaviour on the part of a Trustee when it impairs Board effectiveness and encourage cooperation, respect and unity among Board members .
10. Undertake additional duties as assigned by the Board Chair or the Board.

### **References:**

Policy 2: Role of the Board

Policy 5: Role of the Board Chair

Education Act: 52, 53

### **History**

2025 Sep 24 Initial Approval