



Policy 2.05

Category: Governance and Operations

Role of the Charter Board Vice-Chair

BACKGROUND

The CAPE Charter Board believes that its ability to discharge its obligations in a responsible and effective manner is significantly enhanced when leadership and guidance is forthcoming from its membership.

POLICY STATEMENT

1. The CAPE Board Vice-Chair shall be elected by the CAPE Charter Board to hold office during the pleasure of the CAPE Charter Board.

DEFINITIONS

2. **Policy** - a set of ideas or plans that is used as a basis for making decisions, especially in politics, economics, or business.
3. **Procedure** - a fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task.

GUIDELINES

4. The Vice-Chair shall act on behalf of the board Chair, in the latter's absence and shall have all the duties and responsibilities of the board Chair.
5. The Vice-Chair shall assist the board Chair in ensuring that the Charter Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Charter Board.
6. The Vice-Chair may be assigned other duties and responsibilities held by the board Chair.

References:

Education Act
CAPE ByLaws

Adopted: March 28, 2007
Revised: September 30, 2008

Motion: #2007-02-28-12
Motion: #2008-09-30-17

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

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Reviewed: June 2011

Reviewed: August 2013

Reviewed: August 2018

Reviewed: October 2021