



Vice Chair Charter

I. Introduction

At its first regular meeting in December, the Board will elect one of its members as Vice Chair to hold office for a period of one year, commencing January 1 of the following year. Members may be re-elected to the office of Vice Chair without limitation. No member shall be elected to the position of Vice Chair until he or she has served on the Board for a minimum of one year.

II. Duties & Responsibilities

- A. The Vice Chair will assume the duties of the Chair in the event the Chair is unable to fulfill the duties of the position.
- B. In order to assume the duties of the Chair effectively, the Vice Chair is responsible for ensuring that he or she is familiar with the duties of the Chair.

III. Policy Review & History

This Board will review this policy at least every three (3) years to ensure that it remains relevant and appropriate.

Date	Action	Comments
June 2, 2003	Policy Adopted	
September 12, 2016	Reviewed	No changes
March 13, 2023	Reviewed	No changes
October 27, 2025	Reformatted	Reformatted based on new policy format adopted by the Board on March 24, 2025
March 30, 2026	Reviewed & Amended	Changed "Vice-Chair" to "Vice Chair" for consistency throughout document