



## **A1.7 VICE-CHAIR POSITION DESCRIPTION**

---

### **ROLE**

---

The principal role of the Vice-Chair(s) is to work closely with the Board Chair in coordinating and providing leadership to the Board, and perform the Board Chair's duties when the Board Chair cannot be available. The Vice-Chair(s)' accountability is to the Board.

Although it is not necessarily an automatic ascension, The Board may determine that one of the Vice-Chairs should become the Board Chair following his or her term as Vice-Chair.

### **RESPONSIBILITIES**

---

The Vice-Chair(s):

- a) may assist the Board Chair and CEO in developing and setting Board meeting agendas;
- b) sits as a member of at least one Board Committee and may chair that Committee;
- c) assume leadership responsibilities for key initiatives or activities, as assigned; and
- d) perform the duties of the Board Chair in his/her absence.

### **TERM AND ELECTION**

---

The Board elects one or two Vice-Chairs each year, who hold office for one year each and may be re-elected.