



NUMBER **GP 60**

TITLE **VICE CHAIR'S JOB DESCRIPTION**

APPROVAL DATE May 26, 2020

NEXT REVIEW April 15, 2023

BOARD OF GOVERNORS POLICY

GENERAL ACCOUNTABILITY

The Vice-Chair is an appointed member of the Board of Governors, and is elected by the Board of Governors annually at its Annual General Meeting. The Vice-Chair is primarily responsible for supporting the Board Chair in connection with the carrying out of their duties.

SPECIFIC RESPONSIBILITIES

1. In the absence of the Chair, the Vice-Chair shall preside at meetings of the Board and, in the event the Chair position is unfilled, shall serve as the Chair until such time as a Chair is elected in accordance with the Board's Bylaws.
2. Serve as the Chair of the Board Development Committee.
3. Serve as an active member of the agenda setting committee along with the Board Chair, the President and any others designated to the Committee.
4. Conduct an annual audit of the College's compliance with the Disclosure Guidelines associated with Best Practices.
5. Represent Selkirk College at community and College functions. Enhance relationships with internal and external community groups and other stakeholders and, if and when designated by the Board Chair, represent the College to the media in conjunction with the President.
6. Adhere to and enforce the general responsibilities as outlined in the Board Member position description as established by the Board and as prescribed by the College and Institute Act.