

**Policy Title:**            **Role of the Vice-President**

**Policy Type:**           **Executive**

**Policy Number:**       **5.0**

**Legal Reference:**     **Bylaw No. 5**

**Revision Date:**       **September 15, 2017**

**Approval Date:**      **September 20, 2017**

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## **Background**

The purpose of this policy is to outline the role of the Vice-President.

## **Application**

This policy applies to the Vice-President and informs the Vice-President and SSBA Executive of the responsibilities of the Vice-President. In accordance with Bylaw No. 5, the Vice-President shall act on behalf of the President, in the President's inability to act or absence, and shall have the duties and responsibilities of the President. Specifically, the Vice-President will:

## **Policy Statement**

1. Confer with the President and the Executive Director prior to each Executive meeting on items to be included on the agenda, the order of these items and to become thoroughly familiar with them.
2. Assist the President in ensuring that the Executive operates in accordance with its own policies.
3. Provide a written report to the President after having performed the duties of the President.
4. In collaboration with the President and the Executive Director, participate in the Executive member orientation as outlined in
5. Attend the Canadian School Boards Association (CSBA) meetings when the President is unable to attend.
6. Review and approve the President's and Executive Director's expenditures at least twice per year.
7. Participate in the process for any Executive Member Code of Conduct Sanctions.

8. Stay current with respect to provincial, national and international educational issues and trends.
9. Perform any functions properly delegated by the President.

## References

SSBA Bylaw No. 4.1

SSBA Bylaw No. 5

Executive Policy 3.1 – Executive Member Orientation

Executive Policy 4.0 – Role of the President

Executive Policy 6.1 – Executive Member Code of Conduct Sanctions

SSBA Governance Handbook

Financial Policy x.0 – Reviewing President and Executive Director’s Expenses

APPROVED:  _____	  _____
Date	Executive Director Signature