

EXECUTIVE AND GOVERNANCE POLICY

5.0

Policy Title: 5.0 Role of the Vice-President

Last Approved: September 2017

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 (Duties of the President and Vice-President), 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.
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 – Election of Executive
SSBA Bylaw No. 5 – Duties of the President and Vice-President
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 and Operational Policies