


Policy Name:	BOARD VICE-CHAIRPERSON'S ROLE	
Approved By:	President's Council & Board of Governors	
Approval Date:	December 7, ;2012	
Next Scheduled Renewal Date:	N/A	
Policy Holder:	Board of Governors	
Operational Lead:	President and CEO	
Policy Number:	BRD-GP-006	

BOARD VICE-CHAIRPERSON'S ROLE

1.00 PURPOSE

- 1.1 The purpose of this policy is to specify the role of the Coast Mountain College (VMTN) Board of Governors Vice-Chairperson.

2.00 DEFINITIONS

- 2.1 None

3.00 POLICY STATEMENT

- 3.1 The role of the Vice Chairperson is primarily to ensure the integrity of the Board's Governance Process and the establishment and monitoring of CMTN's organizational performance with significant influence on the organization's viability and success.
- 3.2 The Board shall elect a Vice-Chair from the Community members.
- 3.3 Provisions for and Duties of a Vice-Chair and Acting Chair:
 - a. The Vice-Chair is a member of the Board Executive Committee.
 - b. The Vice-Chair shall act as Chair in the event of the Chair's absence or inability to act, followed by the Finance and Audit Committee Chair.
 - c. In the event of a long-term absence or the inability of both the Chair and Vice-Chair, the Board may elect another Community member to act as Chair for such time as the Board may set.
 - d. The Vice-Chair will ensure that the Board Performance Improvement process relating to the Chair is implemented each year, according to Board policy BRD-GP-003 (3.5 b.) and BRD-GP-005 (3.7 f.).
 - e. The Vice-Chair along with the Chair will assume responsibility for Board orientation.

4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 4.1 [BRD-GP-003, Board Code of Conduct Policy](#)
- 4.2 [BRD-GP-005, Board Chairperson Role Policy](#)

5.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Dec. 7, 2012		President's Council and Board of Governors