



Board of Directors  
Policy Manual

Subject: **BOARD VICE-CHAIR(S)**  
Policy # 5-160  
Approved by: Board of Directors  
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Feb, 2023 (rc)

## **POLICY**

The Board will have a First Vice-Chair and, if needed, a Second Vice-Chair in order to conduct Board business. Vice-Chair(s) will support the Chair in their role. The Chair will share certain duties with the Vice-Chair(s) to advance their leadership development.

## **PURPOSE**

The office of Vice-Chair serves three purposes:

- To provide depth and consistency in succession planning and promote leadership skills and experience required in the role of Board Chair.
- To provide assistance with the duties of the Chair
- To preside in the absence or disability of the Chair.

## **PROCEDURE**

- Ideally, there will be a progression from Second-Vice-Chair, if applicable, to First Vice-Chair to Chair.
- Candidates for the role of Vice Chair will be selected from interested elected Directors by the Chair Selection Committee (Policy 5-060).
- Candidates will be chosen for their leadership abilities, including effective communication, good strategic and interpersonal skills, and an ability to commit sufficient time to the role. It is advantageous, but not necessary, for Vice-Chair candidates to have experience as a Committee Chair.
- Modifications to these procedures may be necessary and considered by the Board in extenuating circumstances.