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**MEDICINE HAT COLLEGE  
BOARD OF GOVERNORS  
POLICY MANUAL**

**GP-3 Role of the Vice-Chair**

<b>POLICY NAME:</b> Role of the Vice-Chair	<b>POLICY NUMBER:</b> GP-3
<b>POLICY TYPE:</b> Governance Process	<b>DATE APPROVED:</b> 17 February 2015 <b>DATE REVIEWED:</b>

The role of the Vice-Chair is to assist the Chair in ensuring that the Board fulfills its most important responsibility: the establishment and monitoring of the organization's values, vision, mission, ends, and outcomes with significant influence on the organization's viability and success.

1. The Board shall elect a Vice-Chair from the public members at the organizational meeting for a term of two years.
2. The responsibilities of the Vice-Chair are to:
  - 2.1 Sit as a member of the Board Executive Committee.
  - 2.2 Act as Chair in the event of the Chair's absence or inability to act. When acting in capacity as the Chair, the Vice-Chair shall follow policy GP-2 Role of the Chair.
  - 2.3 Ensure that the Board Performance Improvement process relating to the Chair is implemented each year, according to Board policy.
  - 2.4 Assume responsibility for Board orientation with the Chair.
  - 2.5 Chair the Policy and Bylaw Committee.