

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**206  
POLICY  
Duties of Chair and Vice Chair**

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**The Chair shall:**

1. Prepare, in consultation with the Vice Chair, the Superintendent and the Secretary-Treasurer the agenda and notice of Board meetings.
2. Preside at all meetings of the Board except in camera meetings.
3. Facilitate the Board self-evaluation process according to policy.
4. Facilitate the evaluation of the Superintendent according to policy.
5. Appoint, in consultation with trustees, Board representatives to all internal committees, liaison sites and external organizations.
6. Initiate, in consultation with the Superintendent and trustees, district long term planning.
7. Facilitate, in collaboration with trustees and the Superintendent, annual goals and objectives.
8. Sign all Board correspondence.
9. Represent the Board as necessary.

**The Vice Chair shall:**

1. Chair in-camera meetings of the Board.
  2. Assume all duties of the chair in his/her absence.
  3. Coordinate and facilitate partner group meetings.
  4. Participate in planning of agenda and notice of meetings of the Board.
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Cross Refs:

Adopted: January 15, 2008  
Reviewed:  
Revised: