

**POLICY NUMBER:** 1.00.170**EFFECTIVE DATE:** 9/21/17**TITLE:** Board Vice Chair Charter**SUPERSEDES:** 1/17/13**BOARD ADOPTION:** 9/21/17**APPROVED:** 

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**INTRODUCTION**

The Board elects a Vice Chair annually. Legislative members and non-voting members are not eligible to serve as Vice Chair.

**DUTIES AND RESPONSIBILITIES**

The Vice Chair will:

1. Assume the duties of the Chair when the Chair is absent or when the Chair delegates the Vice Chair to act.
2. Temporarily act for the Chair in the event of death, resignation, removal from office, or permanent disability of the Chair.
3. Work with Board members on individual self-development plans as part of the annual Board self-evaluation process.
4. Carry out such other functions and duties as prescribed by the Board.

**POLICY REVIEW**

The Board shall review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.

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Policy Adopted 8/1/03  
Reviewed 7/20/06  
Reviewed 4/16/09  
Revised 6/21/12  
Revised 1/17/13  
Revised 9/17/17