Role of the Vice Chair

To act as the Chair in the absence of the Chair or as requested by the Chair. Carries out additional leadership duties relating to the functioning, responsibilities and governance of the Board as may be requested by the Chair or the Board.

Responsibilities / Key Duties

In addition to the key duties outlined in the Member Position Guidelines (GP005), a Vice-Chair has the additional role of oversight of the work and functioning of the Board as follows:

Leadership / Agency Governance / Professional Awareness

- Acts as an additional key point of contact with the CEO and management of the agency in the Chair's absence and performs the responsibilities of the Chair when the Chair is not available
- In the Chair's absence, is responsible for carrying out duties delegated by the Chair
- Collaborates with the Chair to develop and implement processes and practices that support the deliberations of the Board so that it may diligently fulfill its duties and conduct its work effectively and efficiently
- Takes on assignments that have a higher profile, are more complex and may involve multiple parties or stakeholders as assigned by the Chair or the Board
- Leads special projects and initiatives as assigned by the Chair or the Board, such as policy development / implementation
- Mentors new Board members and provides oversight and advice to ensure quality and consistency
- Performs other responsibilities as agreed to by the Chair and the Board

Skills and Qualifications – A Guideline

A Vice-Chair has all of the skills and qualifications of a Member and possesses a willingness to assume the additional responsibilities of Vice Chair

Term

The Vice Chair is appointed at the discretion of the Minister and the Order in Council process. The Vice Chair may similarly be reappointed for one additional term.