

Article 6: Officers of the Board

Section 1: Officers of the Board

- a) Officers shall be elected by the Board from among the elected Directors at the first meeting following the annual meeting. Officer positions shall include the Chair and Vice-Chair, or alternatively Co-Chairs, as the Board may determine, Secretary, and Treasurer.
- b) Each Officer will be and remain during his or her term a Director in good standing and will take office at the first meeting of the Board after the annual meeting, or in the case of an appointment, at the meeting at which they were appointed
- c) The term of office of each Officer will commence immediately after the election or appointment and will continue until the earlier of the following
 - i) the Officer's resignation;
 - ii) the Officer's disqualification to hold office, or
 - iii) the first meeting of the Board after the annual meeting wherein it appoints new Officers

Section 2: Chair

The Chair shall:

- a) be responsible for calling and, when present, preside at all meetings of the Board.
- b) prepare the meeting agendas in consultation with the Superintendent;
- c) inform and work with the Superintendent and Principal of the School in accordance with the wishes of the majority of the Directors, these By-laws and the School Act.

Section 3: Vice Chair

The Vice-Chair shall:

- a) in absence of the Chair, perform the duties and exercise the powers of the Chair and shall perform such other duties as may be required by the Board.
- b) If the Board elects to have Co-Chairs, there shall be no Vice-Chair position.

Section 4: Co-Chairs

If the Board elects to have Co-Chairs, the duties and responsibilities of the Chair will be taken by either or both of the Co-Chairs.

Section 5: Secretary

The Secretary will:

- a) ensure that minutes are taken at all regular, special, and annual meetings and keep these minutes;
- b) assist the Chair in such other matters as the Chair may require; and
- c) perform any and all other duties as otherwise set out in the VSF policies

Section 6: Treasurer

The Treasurer will:

- a) be responsible for the maintenance of all required books of account and financial records of the Society;
- b) be responsible for the co-ordination of the preparation of the annual audit and year-end financial statements;
- c) establish and maintain adequate systems for the control of all expenditures;
- d) establish and maintain adequate systems to ensure that all funds of the VSF are properly

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received, adequately protected, and properly deposited and accounted for in accordance with generally accepted accounting procedures; and
e) perform any and all other duties as otherwise set out in the VSF policies

Section 7: Directors

The Directors shall attend all regular, special, and annual meetings and perform such duties as may be assigned by the Chair(s) or Vice-Chair. This will include chairing various ad hoc committees occasionally.

Approved: 2018-04-23