

ROLES AND RESPONSIBILITIES OF THE VICE-CHAIRPERSON OF THE COUNCIL ON POST-SECONDARY EDUCATION

The Vice-Chairperson of the Council on Post-Secondary Education (the "Council") is one of eleven members appointed to and designated by the Lieutenant Governor in Council. The Vice-Chairperson is appointed to serve a term of office that must not exceed three years, and is eligible to serve no more than two consecutive terms.

The Vice-Chairperson has all the powers of the Chairperson, and shall perform the duties of the Chairperson if the Chairperson is absent or otherwise unable to act, or if the office is vacant.

The Vice-Chairperson is a voting member of the Council, and may exercise his/her voting privilege at any time during the regular proceedings of Council meetings. As a member of the Council, the Vice-Chairperson receives an honorarium of \$150.00 per month. As well, the Vice-Chairperson is reimbursed for out-of-pocket travel expenses incurred in the discharge of his/her responsibilities. The responsibilities of the position are as follows:

- Be fully informed of the mandate, powers and duties of the Council as outlined in the *Council on Post-Secondary Education Act*.
- Attend regularly scheduled meetings of the Council and any other meetings considered appropriate.
- Attend the annual Estimates meetings with the individual institutions.

If the Chairperson is absent, unable to act, or if the office is vacant, the Vice-Chairperson shall have the same responsibilities as outlined for the Chairperson.