



2.0 GOVERNANCE AND MANAGEMENT

2.4 ROLE OF THE TRUSTEE

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission. The oath of office taken or affirmation made by each trustee when s/he assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision making role in the context of corporate action. A trustee who is given authority by Board motion to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division. Individual trustees do not have the authority to direct the Division's administration and staff.

Specific Responsibilities of Individual Trustees:

- 2.4.1 Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business.
- 2.4.2 Provide for the engagement of parents, students, staff and various communities.
- 2.4.3 Respectfully bring forward and advocate for local issues and concerns.
- 2.4.4 Refer matters not covered by Board policy, but requiring a corporate decision to the Board for discussion.
- 2.4.5 Refer administrative matters to the Superintendent.
- 2.4.6 The trustee, upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community member back to the teacher,



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Principal or department and will inform the Superintendent or designate of this action.

- 2.4.7 Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division. Personnel matters are to be brought to the attention of the Superintendent only.
- 2.4.8 Attend Board meetings (committee meetings as assigned) and be prepared to participate in the decisions of the Board in order to provide the best solutions possible for education within the Division.
- 2.4.9 Recognize his/her fiduciary responsibility to the Division and act in the best interests of the Division understanding that Division needs are paramount.
 - 2.4.9.1 Vote on every Board motion, unless there is a conflict of interest.
 - 2.4.9.2 Support a majority vote of the Board as if the vote had been unanimous.
- 2.4.10 When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.
- 2.4.11 Participate in Board/trustee development sessions so the quality of leadership and service in the Division can be enhanced.
- 2.4.12 Be cognizant of provincial, national and international educational issues and trends.
- 2.4.13 Share the materials and ideas gained with fellow trustees at a Board meeting following a trustee development activity.
- 2.4.14 Strive to develop a positive and respectful learning and working culture both within the Board and the Division.



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2.4.15 Liaise with School Council(s) as assigned and attend local school council meetings, when possible.

2.4.16 Attend when possible:

2.4.16.1 Provincial ASBA functions.

2.4.16.2 Zone ASBA functions where appropriate.

2.4.16.3 Division functions/events.

2.4.17 Attend when designated by the Board or formally invited by the Principal as Board representative:

2.4.17.1 Extra-curricular school activities.

2.4.17.2 Staff social functions.

2.4.18 Participate in community initiatives/activities as a member of the community when possible.

2.4.19 Become familiar with, and adhere to, the Trustee Code of Conduct.

2.4.20 Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.