

The role of the trustee is to contribute to the work of the Board as it carries out its mandate to govern and achieve its vision, mission, beliefs, values and principles. The oath of office, taken by each trustee when they assume 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. A trustee who is given corporate authority to act on behalf of the Board by means of written policy or board motion 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.

1. Specific Responsibilities of Individual Trustees

- 1.1 Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business.
- 1.2 In alignment with Board engagement efforts, provide for the engagement of parents, students and the community in matters related to education.
 - 1.2.1 Respectfully bring forward and advocate for local issues and concerns prior to a Board decision.
 - 1.2.2 Interpret the needs of the community to the Board and the Board's actions to those we serve.
 - 1.2.3 Liaise with designated School Council(s).
The role of the Trustee is to attend School Council meetings to become better informed, not to advise the School Council. Trustees will report to School Councils on Board key messages, including but not limited to messages outlined in the Board News. A written report including pertinent information will be provided for a subsequent Board meeting.
- 1.3 When contacted about administrative matters, refer to Administrative Procedure 20-03 School Dispute Resolution (External Communication Protocol).
- 1.4 Keep the Board Chair and Superintendent informed in a timely manner of all matters coming to their attention that might affect the Division.
- 1.5 Provide the Superintendent with counsel and advice, utilizing the trustee's judgment, experience and familiarity with the community.
- 1.6 Refer queries or issues not covered by Board policy to the Board for corporate discussion and decision. The chief spokesperson for the Board is the Board Chair except for those instances where the Board Chair has delegated this role to

another individual or group. This includes written and oral communication, as directed by the Board.

- 1.7 Refer queries or issues not covered by Administrative Procedures to the Superintendent.
- 1.8 Attend meetings of the Board; participate in, contribute to, and vote on the decisions of the Board in order to provide the best solutions possible for education within the Division, unless the Trustee is in the position of a conflict of interest.
- 1.9 Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
- 1.10 When delegated responsibility by the Board, will exercise such authority within the defined limits in a responsible and effective way.
- 1.11 Participate in Board/trustee professional learning so that quality of leadership and service in the Division can be enhanced.
- 1.12 Stay current with respect to provincial, national and international educational issues and trends.
- 1.13 Share the materials and ideas gained with fellow trustees following a trustee professional learning activity or meeting in a timely manner.
- 1.14 Contribute to a positive and respectful learning and working culture both within the Board and the Division.
- 1.15 Attend Division or school functions when possible. Compensation will be made in accordance with Policy 07-10 Trustee Compensation, Memberships and Attendance at Conferences.
- 1.16 Become familiar with, and adhere to Policy 04 Trustee Code of Conduct.
- 1.17 Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.
- 1.17 A Trustee who misses three school board meetings in a row – without formal permission from the Board – will be disqualified from remaining as a Trustee, unless the person's absence is due to illness and the person provides evidence of that illness in the form of a medical certificate respecting the period of the person's absence.

2. Board Orientation

Following a general election, the Division will provide an orientation program if there are newly elected trustees.

- 2.1 An orientation program for all trustees will provide information on:

- 2.1.1 Role of the trustee and the Board;
 - 2.1.2 Organizational structures and procedures of the Division;
 - 2.1.3 Board policy, agendas and minutes;
 - 2.1.4 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
 - 2.1.5 Division programs and services;
 - 2.1.6 Board's function as an appeal body, and
 - 2.1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
- 2.2 Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies, procedures and issues.

Reference:

[Education Act](#)

[Section 16, Notaries and Commissioners Act](#)

[Policy 04 Trustee Code of Conduct](#)

[Policy 07-10 Trustee Compensation, Memberships and Attendance at Conferences](#)

[Policy 09 Protocol for Trustee/Dignitary Recognition at School or Public Events](#)

[Form 2-12 Request for Trustee/Superintendent Representation](#)