

Policy 3

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 and goals. The oath of office taken or affirmation made by each trustee when 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.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship.

1. The Division will offer an orientation program for all newly elected trustees that provides information on:
 - 1.1 Role of the trustee and the Board;
 - 1.2 Board policy, agendas and minutes;
 - 1.3 Organizational structures and procedures of the Division;
 - 1.4 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
 - 1.5 Division programs and services;
 - 1.6 Board's function as an appeal body; and
 - 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
2. The Division will provide support for trustees attending Alberta School Boards Association and Public School Boards Association sponsored orientation seminars.

3. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the Division's orientation program for newly elected trustees. The Superintendent shall provide each trustee with access to the Board Policy Handbook and the Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
4. Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies, procedures and issues.
5. Trustee handbook will be made available to all trustees.

Specific Responsibilities of Individual Trustees

1. Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business.
2. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
3. Refer administrative matters to the Superintendent. The trustee, upon receiving a complaint from a parent or community member about operations, will refer the parent or community member back to the school or department and will inform the Superintendent of this action.
4. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his attention that might affect the Division.
5. Assist the Superintendent with counsel and advice, providing the benefit of the trustee's judgment, experience and familiarity with the community.
6. Attend Board meetings; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division.
7. Trustees have the responsibility to bring forward and advocate for local issues and concerns. When such concerns conflict with the interests of the Division, Division needs shall be paramount.
8. Trustees must vote on every Board motion, unless there is a conflict of interest.
9. Support a majority vote of the Board as if the vote had been unanimous.
10. When delegated responsibility, will exercise such authority within the defined limits in a responsible and effective way.

11. Participate, subject to Board approval, in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.
12. Stay current with respect to provincial, national and international educational issues and trends.
13. Share with fellow trustees at a Board meeting, the materials and ideas gained in written format, following a trustee development activity.
14. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
15. Liaise with School Council(s) as assigned.
16. Attend Division or school community functions when possible.
17. Become familiar with, and adhere to, the Trustee Code of Conduct.
18. Report any violation of the Trustee Code of Conduct to the Board Chair.

Legal Reference: Sections 60, 61, 68, 72, 80, 81, 82, 83, 84, 246 School Act
Section 6 Commissioner of Oaths Act

SERVICES AND MATERIALS PROVIDED TO TRUSTEES

Trustees shall be provided with the following services, materials and equipment while in office:

1. Reference

- Copy of the School Act, the Regulations and related documents
- Board Policy Handbook and Administrative Procedures Manual if requested
- Copy of current Division reports and resource binders (e.g. Annual Report, Three-Year Plan)
- School year and meeting calendars
- Current Northern Gateway Public Schools Administrative Staff Directory
- List of School Council officials
- [Alberta School Boards Association](#) (ASBA) and [Public School Boards Association of Alberta](#) (PSBAA) membership services
- Maps showing school locations.
- Trustee Handbook

2. Communications/Public Relations

- Notification of significant media events,
- Name tags, business cards and lapel pins
- Key messages as required
- Individual and Board photographs

3. Administrative/Secretarial Services Through the Superintendent

- Access to interoffice mail
- Conference registration, travel and accommodation arrangements
- E-mail address and Information Technology service support
- Photocopying and related secretarial services

4. Equipment

- A laptop computer with appropriate hookup, maintenance, accessories and software.

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