



Board Policy 4

Trustee Code of Conduct

The Board and its members will conduct themselves lawfully, with integrity and high ethical standards, in order to model the behaviours expected of employees and students and to build public confidence and credibility.

1. Trustees will serve the interests of the residents in Golden Hills School Division. Trustees recognize this responsibility to the whole to be greater than, but not limited to, the following:
 - 1.1 Any loyalty a trustee may have to any other advocacy, interest or political groups;
 - 1.2 Loyalty based upon membership on other boards or staffs;
 - 1.3 The personal interest of any trustee who is also a parent or guardian of a student in the organization; and
 - 1.4 Being a relative of an employee of the organization.
2. Trustees shall disclose the nature of any pecuniary interest on the Golden Hills Trustee Disclosure of Information Form, and abstain and absent themselves from discussion or voting on the matter in question (as per **Form 4-1: Declaration of Pecuniary Interest**).
3. To build trust among the members of the Board of Trustees and to ensure an environment conducive to effective governance, trustees will:
 - 3.1 Carry out their responsibilities as detailed in Board Policy 3: Role of the Trustee with reasonable diligence.
 - 3.2 Endeavor to work with fellow Board members in a spirit of harmony and cooperation in spite of the differences of opinion that may arise during debate.
 - 3.3 Reflect the Board's policies and resolutions when communicating with the public.
 - 3.4 Respect issues of a sensitive or confidential nature and specifically those items discussed in camera.
 - 3.5 Avoid exercising individual authority over the Superintendent of Schools or any member of the staff. This includes:
 - 3.5.1 Negative judgements in a public forum of the Superintendent of Schools or individual staff's performance;
 - 3.5.2 The encouragement of direct communication with employees regarding issues that should be managed by various levels of school and district administration.
 - 3.6 Though each trustee is elected from different local wards, they will represent the best interests of the entire Division.
4. Trustees will not attempt to exercise individual authority over the organization.
 - 4.1 Trustees will not assume personal responsibility for resolving operational problems or complaints. Members will refer persons lodging operational complaints to the appropriate organizational level of impact.
 - 4.2 Members will not personally direct any employee or any part of the operational organization.
 - 4.3 When speaking to the press or otherwise publicly sharing personal opinions, members will respect decisions of the Board and will not undermine those decisions.



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5. If the Board finds that a trustee has breached their obligations described in the Code of Conduct, they may act based in **Appendix 4-A: Trustee Code of Conduct Sanctions**.

Attachments:

- Form 4-1: Declaration of Pecuniary Interest
- Appendix 4-A: Trustee Code of Conduct Sanctions

Legal Reference:

- Education Act, S. 34, 85, 86, 87, 88, 89, 90
- Alberta School Boards Association Code of Ethics (1983)