



Board Policy 3

Role of the Trustee

The role of the trustee is to contribute to the Board as it carries out its governance role in order to achieve its mission and goals. The oath of office taken by each trustee when he or she 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. A trustee who is given corporate authority 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.

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 Organizational structures and procedures of the Division;
 - 1.3 Board policy, agendas and minutes;
 - 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 Board Chair and Superintendent are responsible for developing and implementing the Division's orientation program for newly elected trustees.
3. Incumbent trustees are encouraged to help newly elected trustees become informed about functions, policies, procedures and problems.

Specific Responsibilities of Individual Trustees

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:
Adopted Jan., 2006 - Amended
Oct. 28, 2008,
Amended October 12, 2010

NEW POLICY

BOARD APPROVAL:
January 22, 2019

MOTION NO.
BD20190122.1009

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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 school operations, will refer the parent or community member back to the school and will inform the Superintendent of this action.
4. Assist the Superintendent with counsel and advice, providing the benefit of the trustee's judgment, experience and familiarity with the community.
5. 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.
6. Support the Board's *one voice* commitment. The one voice commitment speaks to the legislated authority and accountability of the Board of Trustees acting as a corporate body to provide leadership for the Golden Hills School Division. The one voice commitment does not require unanimous votes but does require that all trustees shall respect decisions of the Board of Trustees. Board of Trustees decisions can be changed only by the Board of Trustees. Once the Board of Trustees has made a decision, each trustee shall support the decision of the Board. In keeping with the one voice commitment, trustees refrain from making statements that may give the impression that such statements reflect the corporate opinion of the Board when this is not the case.
7. When delegated responsibility, will exercise such authority within the defined limits in a responsible and effective way.
8. Participate, subject to Board approval, in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.
9. Stay current with respect to provincial, national and international educational issues and trends.
10. Share with fellow trustees, in a timely manner, materials and ideas gained from trustee development activities.
11. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
12. Attend Division or school community functions when possible.
13. Become familiar with, and adhere to, Board Policy 4: Trustee Code of Conduct.

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14. Report any violation of Board Policy 4: Trustee Code of Conduct to the Board during an in-camera session.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 60, 61, 68, 246
- Commissioner of Oaths Act, Section 6