

ROLE AND RESPONSIBILITIES OF TRUSTEES

The Board of Education is a corporate body and a trustee's primary responsibility is to work diligently and faithfully in support of the Board. Trustees must carry out their responsibilities in good faith and with consideration of their fiduciary duties.

Only a trustee who is specifically authorized to act on behalf of the Board may act as a representative of the Board. A trustee acting individually has no authority.

Specific Responsibilities of Individual Trustees

A trustee shall:

1. Make the improvement of student achievement their priority.
2. Contribute to the positive climate and reputation of the school district.
3. Advocate for public education.
4. Recognize the importance of learning throughout the organization.
5. Be prepared and attend all Board and committee meetings; participate in, and contribute to, decisions.
6. Be prepared and attend meetings as a Board representative, as assigned, and provide a report to the Board.
7. Advise the Chair or recording secretary in advance when unable to attend any meeting.
8. Understand school district bylaws, policies and processes.
9. Be aware of the requirements of the School Act, regulations and ministerial orders and other relevant government legislation.
10. Support motions carried by the Board to advance the work of the Board.
11. Refer inquiries, concerns and complaints in accordance with Board policy and processes.
12. Trustees are encouraged to consult board resources and, where appropriate, seek informal clarification from the Chair.
13. Keep the Board and Superintendent informed of significant matters coming to their attention that might affect the school district.
14. Trustees are encouraged to participate in public engagement opportunities.
15. Participate in learning opportunities and provincial and regional events.
16. Act in accordance with Board policy regarding conflict of interest
17. Adhere to the Trustee Code of Conduct.

Approved 2022.06.22
Revised: 2025.10.XX