



POLICY 3 ROLE OF THE TRUSTEE

Approved: 2021 06 17

BACKGROUND

Each trustee represents all public school constituents of the Division and represents this electorate through the democratic process. Each Trustee takes an oath of office stating, "I, (trustee's name), will diligently, faithfully, and to the best of my ability, execute according to law, the office of Trustee for the Rocky View Schools." The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission.

The Board of Trustees is a corporation, accountable to the Minister of Education. The decisions of the Board in a properly constituted meeting are those of the corporation. Unless delegated by the Board, an individual trustee only has the authority and status of any other citizen.

Individual trustees exercise an effective decision making role in the context of corporate action. A trustee who is given authority by Board 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. Individual trustees do not have the authority to direct the Division's administration and staff.

Specific Responsibilities

1. Engage with parents, students, staff and other community stakeholders.
2. Bring forward and advocate for local issues and concerns.
3. Recognize their fiduciary responsibility is to act in the best interests of the Division.
4. Be prepared for and attend Board meetings; contribute to the decisions of the Board in order to provide the best direction possible for the Division.
5. Vote on every Board motion, unless there is a conflict of interest.
6. When the Board makes a corporate decision, it is each trustee's obligation to support that decision.
7. Participate in Board committees and act as the appointed Board representative at School Councils and other external committees.
8. Act as an ambassador for the Board and Division and regularly attend Division or school community functions.
9. Support community members by directing to appropriate jurisdictional resources.
10. Refer matters requiring a corporate decision, not covered by existing Board policy, to the Board for discussion.
11. Refer administrative matters to the Superintendent for action.



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12. Refer parental and community concerns as per Policy 21.
13. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their attention that might affect the Division. Personnel matters are to be brought to the attention of the Superintendent only.
14. When delegated responsibility, the trustee will exercise such authority within the defined limits.
15. Participate in Board orientation and development sessions.
16. Keep informed of significant developments within the Division.
17. Be cognizant of provincial educational and governance issues and trends.
18. Be familiar with and adhere to the Trustee Code of Conduct.
19. Be familiar with the Education Act and associated regulations, other relevant legislation, the Division's strategic plan, and Division policies and procedures.

Legal Reference:

- Education Act, Section 33, 34, 51, 52 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96
- Section 6 Commissioner of Oaths Act