

BACKGROUND

Trustees are elected through the democratic process to represent the interests of students, parents / guardians, and the public in the decision-making process of the school division. The role of the trustee is to contribute to the Board of Trustees as it works to fulfill its responsibilities as set out in the Education Act.

Trustees exercise an effective decision-making role in the context of corporate action. An individual trustee only has the authority and status of any other citizen. A trustee who is given authority by the Board to act on behalf of the Board may carry out duties individually but only as an agent of the Board. Individual trustees do not have the authority to direct the division's administration and staff.

Trustees are required to take an oath of office stating that they will diligently, faithfully, and to the best of their ability, execute according to the law, the office of Trustee for The Rocky View School Division.

GUIDELINES

1. Trustees adhere to high ethical standards that build public trust and confidence in the Division and uphold the integrity of the Board. Specifically, trustees will:
 - 1.1. Act as an ambassador for the Board and the Division and regularly attend division, school and community functions.
 - 1.2. Contribute to a welcoming, safe, caring, inclusive and respectful working and learning environment.
 - 1.3. Recognize their fiduciary responsibility to the Division and participate in decision making for the benefit of the entire Division.
 - 1.4. Adhere to the Board Policy 4 - Trustee Code of Conduct.
2. Trustees participate in decision making and effectively contribute to the work and decisions of the Board. Specifically, trustees will:
 - 2.1. Prepare for and participate in Board and committee meetings to provide the best direction possible for the Division.
 - 2.2. Engage in constructive dialogue and contribute to Board deliberations in a positive and respectful manner.
 - 2.3. Vote on every motion, unless there is a conflict of interest as per Board Policy 7 – Board Operations.
 - 2.4. Support the decision of the Board regardless of individual position.
 - 2.5. Refer matters requiring a corporate decision to the Board for discussion.

3. Trustees serve as a liaison between the Division and the community (parents/guardians, students and the public) encouraging active participation in education and student learning. Specifically, trustees will:
 - 3.1. Engage with the community in matters affecting education.
 - 3.2. Participate as the appointed Board representative with school councils as well as other external committees.
 - 3.3. Direct individuals to appropriate jurisdictional resources and information and refer concerns as per Board Policy 21 - Resolution of Public Concerns.
 - 3.4. Listen and advocate for local issues and concerns.
 - 3.5. Provide open, timely and transparent communication.
4. Trustees work together with the Superintendent to successfully advance the mandate of the Division including student success. Specifically, trustees will:
 - 4.1. Respect differing viewpoints and foster a collaborative environment and positive working relationship.
 - 4.2. Keep the Superintendent and the Board informed in a timely manner of significant matters coming to their attention that might affect the Division.
 - 4.3. Refer administrative or personnel matters to the Superintendent for action.
 - 4.4. Exercise duties within defined limits in a responsible and effective manner.
 - 4.5. Possess an understanding of Board policy and administrative procedures, as well as divisional planning and reporting documents.
5. Trustees engage in ongoing learning and professional development to stay informed about education, governance, policy and best practices to support their governance role. Specifically, trustees will:
 - 5.1. Participate in Board and trustee orientation and development sessions.
 - 5.2. Maintain familiarity with the Education Act and other relevant legislation including associated regulations.
 - 5.3. Keep informed of significant developments with the Division.
 - 5.4. Be aware of provincial educational and governance issues and trends.
 - 5.5. Take part in conferences, workshops, and training programs to enhance effectiveness in the role.

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