



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

#### **2.4 ROLE OF THE TRUSTEE**

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission. The oath of office taken, or affirmation made, by each trustee when they assume office binds them 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. Individual trustees exercise an effective decision-making role in the context of corporate action. A trustee who is given authority by Board motion to act on behalf of the Board may carry out those duties 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. Individual trustees do not have the authority to direct the Division's administration and staff.

#### **Specific Responsibilities of Individual Trustees:**

- 2.4.1 Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business.
- 2.4.2 Provide for the engagement of parents, students, staff, and all communities.
- 2.4.3 Respectfully bring forward and advocate for local issues and concerns.
- 2.4.4 Refer matters not covered by Board policy, but requiring a corporate decision, to the Board for discussion.
- 2.4.5 Refer administrative matters to the Superintendent/CEO.



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- 2.4.6 Upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community member back to the appropriate level and will inform the Superintendent/CEO or designate of this action.
- 2.4.7 Keep the Superintendent/CEO 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/CEO only.
- 2.4.8 Attend Board meetings (and committee meetings as assigned) and be prepared to participate in the decisions of the Board in order to provide the best solutions possible for education within the Division.
- 2.4.9 Recognize their fiduciary responsibility to the Division and act in the best interests of the Division, understanding that Division needs are paramount.
  - 2.4.9.1 Vote on every Board motion, unless there is a conflict of interest.
  - 2.4.9.2 Support a majority vote of the Board as if the vote had been unanimous.
- 2.4.10 When delegated responsibility, the trustee must exercise such authority within the defined terms of reference in a responsible and effective way.
- 2.4.11 Participate in Board/trustee development sessions so the quality of leadership and service in the Division can be enhanced.
- 2.4.12 Be aware of educational issues and trends brought forward by Administration.



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- 2.4.13 Share the materials and ideas gained at a trustee development activity with fellow trustees at the following Board meeting.
- 2.4.14 Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
- 2.4.15 Liaise with School Council(s) as assigned and attend local school council meetings, when possible.
- 2.4.16 Attend as a representative when possible and/or appropriate:
  - 2.4.16.1 Provincial ASBA functions.
  - 2.4.16.2 Zone ASBA functions.
  - 2.4.16.3 Division functions/events.
- 2.4.17 Attend when designated by the Board or formally invited by the Principal as Board representative:
  - 2.4.17.1 Extra-curricular school activities.
  - 2.4.17.2 Staff social functions.
- 2.4.18 Participate in community initiatives/activities, when possible, as the community's trustee.
- 2.4.19 Become familiar with, and adhere to, the Trustee Code of Conduct.
- 2.4.20 Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.