

POLICY 3

ROLE OF THE TRUSTEE

The role of the Trustee is to contribute to the Board as it carries out its mandate to achieve its vision, goals, priorities and desired outcomes.

The Board of Grande Prairie and District Catholic Schools No. 28 is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A Trustee that 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 those actions. A Trustee acting individually has no more authority and/or status than any other citizen of the District.

Specific Responsibilities

The Trustee shall:

1. At the time of assuming office take and subscribe to the official oath and deposit it with the Superintendent.
2. At the time of assuming office pledge to, and sign, the Trustee Code of Ethics.
3. Be solely responsible for declaring himself/herself to be in a possible conflict of interest in accordance with Part 3, Division 3 of the School Act.
4. Participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of students within the District.
5. Model the values and requirements of a practicing Catholic and participate in Parish and Church activities.
6. Attend all meetings of the Board unless unable to do so because of illness or other unavoidable cause and shall familiarize himself/herself with District policies and meeting agendas in order to be able to participate fully in the business of the Board.
7. Participate in Board and Trustee development opportunities in order to ensure the appropriate skills, knowledge and understandings are acquired.
8. Support the decisions of the Board and refrain from making statements that may give the impression that such statements reflect the corporate position of the Board when they do not reflect the Board's corporate position.
9. Strive to develop a positive learning and working culture both within the Board and the District.

10. Recognize that only officially passed motions of the corporate Board are binding on the Superintendent; therefore, requests for information and/or directives of individual Trustees are not binding on the Superintendent except in those instances when the Board has specifically authorized such exercise of authority.

SERVICES AND MATERIALS PROVIDED TO TRUSTEES

Trustees shall be provided with the following services and materials while in office:

1. Reference

- ◆ Access to a copy of the School Act, reference to Education Policies, Bulletins, Regulations, and Forms (<http://education.alberta.ca/departement/policy/k-12manual.aspx>)
- ◆ Board Policy Handbook and Administrative Procedures Manual.
- ◆ Copy of current District Three Year Plans, Annual Reports, and Accountability Reports (including Accountability Pillar Summary).
- ◆ School year and Board meeting calendars.
- ◆ Staff directories and current telephone listings of schools, Principals, Vice Principals and school secretarial staff.
- ◆ List of School Council officials.
- ◆ Alberta School Boards Association (ASBA) and Alberta Catholic School Trustee Association (ACSTA).
- ◆ Access to the District library located in the Board Room with recommended readings

2. Communications/Public Relations

- ◆ News clipping service
- ◆ Notification of significant media events, reminders of monthly meetings and events in an ongoing updated calendar format.
- ◆ Name tags, business card and lapel pins.
- ◆ Key messages.

3. Administrative/Secretarial Services

- ◆ Access to interoffice mail
- ◆ Conference registration, travel and accommodation arrangements
- ◆ E-mail address and Information Technology service support
- ◆ Photocopying and related secretarial services

Reference: Section 76, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, School Act
Oaths of Office Act, RSA 2000

Reference: School Act
Local Government Election Act