

**POLICY #4**

**ROLE OF THE TRUSTEE**

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**PREAMBLE**

Trustees are elected in accordance with the *Local Government Act*

**The Trustee shall:**

1. become familiar with District policies and procedures, meeting agendas, and reports in order to participate in Board business;
2. support majority decisions of the Board and monitor progress to ensure decisions are implemented;
3. refer governance queries, issues, and problems not covered by Board policy to the Board for discussion and decision;
4. report operational queries, issues, and problems raised by a parent or community member about a school practice to the Superintendent or designate;
5. arrange contact with staff through the Superintendent;
6. inform the Board and the Superintendent, in a timely manner, of matters that might affect the District;
7. provide the Superintendent with counsel and advice based on the Trustee's judgment, experience, and familiarity with the issue;
8. attend meetings of the Board, participate in and contribute to the decisions of the Board to provide the best solutions for students and the District;
9. attend committee meetings or meetings as a Board representative, as assigned, and report to the Board in a timely manner;
10. when delegated responsibility, exercise such authority within the defined terms of reference in a responsible and effective way, recognizing the Trustee's primary task is to act as a member of a corpora Tw T(v)-6 ;( )Ttc 0 Tw 1.39 .

16. carry out duties with integrity and responsibility at all times, including during a Trustee election period; and,
17. become familiar with and adhere to the Trustee Code of Conduct and report any violation of the Code to the Board during a closed session.

### **Orientation**

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate a smooth transition from one Board to the next following an election, Trustees must be briefed concerning existing Board policy and practice, statutory requirements, initiatives, and approved long-range plans.

The Board believes an orientation program is necessary for effective trusteeship.

1. The orientation program following an election will provide information on:
  - a. role of the Trustee and the Board;
  - b. organizational structures and procedures of the District;
  - c. Board policy, agendas, meetings, and minutes;
  - d. existing District initiatives, annual reports, budgets, financial statements, and long-range plans;
  - e. District programs and services;
  - f. Board's function as an appeal body;
  - g. statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
  - h. Trustee remuneration and expenses.
2. The District will provide financial support for Trustees, as part of their professional development allocation, to attend seminars provided by the British Columbia Development Association.