Policy 3

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 core purpose. The oath of office taken or affirmation made by each Trustee when s/he assumes office binds that person to work diligently and faithfully to realize the mission of the Division and in the cause of Catholic education.

The Board 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 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. 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

1. Promotes and protects publicly funded Catholic education specifically, and public education generally.

2. Models Catholic values and demonstrates a clear understanding of the role and responsibilities of a Catholic Trustee.

3. Demonstrates an understanding of and values the important role of the Archbishop on faith and moral issues.

4. Commits to pursuing a personal journey in faith.

5. Familiarizes themselves with Division policies, meeting agendas and reports to effectively participate in Board business.

6. Anticipates and plans for the provision of supports needed to support a safe and caring environment for a diverse student and staff population.

7. Recognizes his/her fiduciary responsibility to the Division and acts in the best interests of the Division understanding that Division needs are paramount.

   7.1 Votes on every Board motion, unless there is a conflict of interest;

   7.2 Supports a majority vote of the Board to advance the work of the Board.

8. Provides for the engagement of parents, students and the community in matters related to education.

9. Brings forward and advocates for local issues and concerns in a respectful manner.

10. Refers matters not covered by Board policy, but requiring a corporate decision to the Board for discussion.

11. Refers administrative matters to the Chief Superintendent.

12. The Trustee, upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, l refers the parent, staff member or community member back to the teacher, principal or department and ensures the process to be followed is known and informs the Chief Superintendent.

13. Keeps the Chief Superintendent and the Board informed in a timely manner, through the Chair, of all matters coming to his/her attention that might affect the Division. Brings personnel matters only to the attention of the Chief Superintendent.

14. Attends Board meetings, and committee meetings as assigned, prepared to participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division.

15. When delegated responsibility, exercises such authority within the defined terms of reference in a responsible and effective way.

16. Contributes to the development of a positive and respectful learning and working culture both within the Board and the Division.

17. Attends School Council meetings as a Board representative upon invitation, when possible.

18. Attends, when possible, Division functions/events.

19. Attends extra-curricular school activities, including graduations, when designated or formally invited as Board representative.

20. Becomes familiar with, and adheres to, the Trustee Code of Conduct.

21. Reports any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.

22. The Board or any trustee acting in his or her official capacity is prohibited from making any financial contributions to any political party, constituency association, or candidate registered pursuant to the *Election Finances and Contributions Disclosure Act*, RSA 2000, c.E-2. Trustees may contribute financially or otherwise to partisan activities or organizations providing that such contributions occur solely in their personal capacities.

23. All books and records of the Board and the Division, except the records of individual students of the Division and the personnel files of present and former employees or appointees of the Division, shall be open to inspection by any Trustee upon reasonable request to the Chair and Chief Superintendent.

    23.1 Requests for information by a Trustee shall be considered as individual requests.

23.2 At any reasonable time, any employee, appointee, or elector of the Division may inspect and receive copies, upon payment at the rate prescribed, of:

23.2.1 The agenda of any Public Meeting called by the Board;

23.2.2 The minutes of any Public Meeting called by the Board;

23.2.3 A budget adopted by the Board;

23.2.4 A bylaw of the Board;

23.2.5 An agreement entered into by the Board;

23.2.6 An account of the Board; or

23.2.7 A financial statement prepared pursuant to a requirement of the *Education Act*.

23.3 All access to information shall be compliant with the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended from time to time.

Orientation

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

The Board believes an orientation program is necessary for effective trusteeship. All Trustees are expected to attend all aspects of the orientation program.

1. In the year of an election, the Division will host a preliminary orientation session for all elected candidates prior to the Organizational Meeting which will include a review of and an expression of interest in Board assignments and committees.

2. The Division will offer an orientation program for all Trustees that provides information on:

2.1 An overview of the Board Annual Work Plan;

2.2 The Board's relationship with other groups such as ASBA, ACSTA and other school divisions;

2.3 The Board's relationship with the Archbishop, the Archdiocese, Diocese, Bishop and Edmonton Eparchy;

2.4 The Governance model adopted by the Board;

2.5 Role of the Trustee and the Board;

2.6 Board policy, agendas and minutes;

2.7 Organizational structure, roles, relationships and communication protocols within the Division including the use of social media;

2.8 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;

2.9 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest;

2.10 Primary legislation affecting the Division as well as relevant Regulations, and Ministerial guidelines and directives;

2.11 Required annual documentation and its role within the Division, including, but not limited to: Annual Education Results Report (AERR), 3 Year Plan, Budget, Audited Financial Statements, and 3 Year Capital Plan;

2.12 Trustee remuneration and expenses.

3. The orientation program may also include:

3.1 A tour of the offices and the opportunity to meet Division Office staff;

3.2 A tour of the schools and the opportunity to meet principals and staff in the trustee's ward.

4. The Board and Chief Superintendent are responsible for ensuring the development and implementation of the Division's orientation program for Trustees. The Chief Superintendent shall provide each Trustee with access to the references listed in Policy 3 Appendix at the Organizational Meeting following a general election or at the first regular meeting of the Board following a by-election.

5. The Division will provide support within the Board governance budget for Trustees attending provincial associations sponsored orientation seminars (ASBA and ACSTA).

Adopted:	June 30, 2017
Revised:	October 22, 2019, June 30, 2021, May 29, 2024
Legal Reference:	Education Act, Sections 34, 51, 52, 53, 54, 77, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 Board Procedures Regulation Commissioner of Oaths Act, Section 6