

The role of the Trustee is to contribute to the Board as it carries out the development of priorities and policies to set direction and guide the provision of education services to students residing in the Division. The oath of office taken by each Trustee when he or she assumes office binds that person to work diligently and faithfully in the cause of education.

The Board is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A Trustee who is given corporate authority to act on behalf of the Board by means of written policy or resolution 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.

#### Specific Responsibilities of Individual Trustees

The Trustee shall:

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Become familiar with all matters affecting the operation of the jurisdiction's schools.
3. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent.
5. Inform the Chair of governance matters which relate to the business of the Board.
6. Participate in, contribute to, and vote on the decisions of the Board in order to provide the best solutions possible for the education of children within the Division, unless the Trustee is in the position of a conflict of interest.
7. Support the decisions of the Board, and represent these decisions where the Board has delegated the role of spokesperson to the Trustee.
8. When delegated responsibility, will exercise such authority within the defined limits in a responsible and effective way.
9. Participate in Board/Trustee professional learning so the quality of leadership and service in the Division can be enhanced.
10. Strive to develop a positive learning and working culture both within the Board and the Division.
11. Become familiar with, and adhere to, the Trustee Code of Conduct.

12. Trustees will attend School Council meetings for the schools represented by their ward. A written report including pertinent information will be provided at the subsequent Board meeting. The role of the Trustee is to attend School Council meetings to become better informed; not to advise the School Council. Trustees will report to School Councils on Board key messages, including but not limited to messages outlined in the Board News.
13. A Trustee who misses three school board meetings in a row – without formal permission from the Board – will be disqualified from remaining as a Trustee, unless the person's absence is due to illness and the person provides evidence of that illness in the form of a medical certificate respecting the period of the person's absence. The disqualification will be done by Board motion.

#### Duties of Individual Trustees:

The powers of the Board are provided for in Section 60 of the *School Act*. There are no duties described in the *School Act* for a Trustee; however, a Trustee is expected to:

- a) Attend meetings
- b) Serve on committees as appointed by the Board
- c) Provide written committee reports

#### Events Attended by Individual Trustees:

Other important events that individual trustees are encouraged to attend on behalf of the Board, for schools/service areas in their ward or as appointed, include:

- a) Student citizenship presentation for students in grades 6,9,12
- b) Grade 12 graduation ceremonies
- c) Employee long-service award presentations
- d) Remembrance Day ceremonies
- e) Christmas Concerts

Trustee representation for the Alberta Distance Learning Centre will be the Swan Hills Ward Trustee. Trustee representation for Vista Virtual School will be the Barrhead 2 (South) Trustee.

#### **Reference:**

Section 60, 82 (1)(h) [School Act](#)  
[Policy 4 Trustee Code of Conduct](#)  
[Policy 7-10 Board Operations: Trustee Compensation, Memberships and Attendance at Conferences](#)  
[Policy 9 Protocol for Trustee/Dignitary Recognition at School or Public Events](#)  
[Form 2-12 Request for Trustee/Superintendent Representation](#)