

## **ROLE OF THE TRUSTEE**

The role of the Trustee is to be a contributing member of the Board as it carries out its governance mandate in order to achieve Livingstone Range School Division's mission.

The Board of Trustees 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 may carry out duties individually but only as an agent of the Board. Without corporate authority, a trustee acting individually has only the status of any other citizen of the Division.

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

The trustee of a board, as a partner in education, has the responsibility to:

1. Become familiar with section 33 of the Education Act, Board Policies, Administrative Procedures, the Board of Trustees Annual Work List, and Board Priorities with related plans and results reports in order to participate in Board business.
2. Prepare for, participate in, and contribute to the discussions and work of the Board.
3. Strive to develop a positive learning and working culture both within the Board and the Division.
4. Refer administrative matters, queries, or concerns to the Superintendent using the [Action Inquiry / Information Request Form](#). (see Appendix A)
5. Exercise delegated responsibility within the defined limits of Board Policies.
6. Follow Board approved process for engaging parents, students and the community in matters related to education such as attending designated School Council Meetings.
7. Participate in Board and personal professional learning in order to increase knowledge and improve skills.
8. Adhere to the Trustee Code of Conduct.
9. Declare Conflict of Interest

The Board believes that Trustees, or their families, should not gain benefits or monetary rewards because of their position as a Trustee except for any allowances, honorarium or remuneration approved by the Board for duties performed.

The Board expects:

- a) Each Trustee will accept sole responsibility for declaring a conflict of interest.
  - i) Each Trustee will be knowledgeable with Sections 85-96 Education Act
- b) Each Trustee will advise the recording secretary of the declaration.

- i) The Trustee will declare any personal conflict of interest at the point in the agenda where the matter arises.
  - ii) The Trustee will absent him or herself from the Board table when in conflict, and shall leave the meeting room until the discussion and voting on the matter are concluded.
- c) Each Trustee will refrain from participating in discussion, debate or voting on any issues in which a personal conflict of interest is declared.
- i) The recording secretary will record in the minutes:
    - the Trustee's declaration;
    - the Trustee's abstention from the debate and the vote.

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## Appendix A

Form: [Action Inquiry / Information Request Form](#)

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Legal Reference: Section 33, 85-91, Education Act  
Approval Date: October 14, 2003  
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Renumbered BP 4 September 14, 2010  
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Revised: January, 2013; June, 2015, December, 2016, October 2019

Reviewed November 13, 2019