

# POLICY

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No. A.3

## TRUSTEE EXPECTATIONS AND RESPONSIBILITIES

*Adopted: 08-06-10  
Reviewed: 11-11-08  
Reviewed: 12-10-09  
Amended: 14-01-13  
Reviewed: 15-01-12  
Reviewed: 15-10-15  
Reviewed: 16-10-11  
Reviewed: 17-10-10*

### Policy

Trustees are elected into a position of trust under the provisions of the *School Act*, and have clear fiduciary duties to the corporate Board, who as a body, are accountable to the electorate. They collectively and individually owe a public duty to carry out their responsibilities in good faith and with reasonable diligence. It is expected that all Trustees shall participate in all required functions. It is crucial to the successful operation of the Board that each member demonstrates a commitment to an equitable share of trustee responsibilities and executes these responsibilities in an exemplary and credible manner, with adherence to all current Provincial legislation, and the policies and practices of the Board.

# REGULATION

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### Regulation

1. Accordingly, Trustees shall:
  - a. operate within the parameters of the *School Act* and Board policies and practices, including the Conflict of Interest Guidelines and Trustee Code of Ethics, which are appended and form a part of these Regulations; execute their duties in a professional and respectful manner that does not denigrate the office of School Trustee;
  - b. develop an awareness of education issues;
  - c. maintain effective communication with the Board between meetings by regular monitoring of Board e-mail;
  - d. attend Board and Committee meetings fully prepared to discuss the agendas;
  - e. inform the Secretary-Treasurer if unable to attend any meeting or function; and,
  - f. notify the Board if they expect to be absent from the District or otherwise unable to attend any statutory function for a period of more than 30 days.
2. Regular Board meetings are comprised of a Closed and a Regular meeting. Full attendance by the Trustee at each meeting is expected as the subject matter of each meeting represents a specific area of responsibility.
3. After an absence from two consecutive Closed, Regular or Special Board meetings, the Board may review the circumstances. A reduction of stipend may be imposed by Board resolution based on this review.
4. The calculation of time shall be 30 days from the end of the day of the last attended special or regular Board meeting.
5. Attendance at meetings via telephone or videoconference may be considered by the Board in extenuating circumstances but is not a substitute for attendance on a regular basis unless the meeting is scheduled by telephone or videoconference.
6. Under Section 52(2) of the *School Act*, a Trustee is considered to be 'disqualified' when that Trustee is absent, except for illness or the Board has given leave, from a legally called Regular or Special meeting of the Board for a period of three consecutive months.
7. The Board, by resolution, may grant a leave beyond three months to any Trustee for any reason deemed acceptable to the Board.