

# 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  
Reviewed: 19-01-14*

### 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 Board Chair 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.

**BOARD OF EDUCATION  
VANCOUVER ISLAND WEST SCHOOL DISTRICT 84**

**TRUSTEE CODE OF ETHICS**

*As adopted by the Board of Education on February 14, 2012*

Reviewed: 16-10-11  
Reviewed: 19-01-14

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1. The legal authority of the Board is derived from the *School Act* which ultimately controls the organization and operation of the School District and which determines the degree of discretionary power left with the Board and the people of this District for the exercise of local autonomy.
2. I will endeavour to provide the best quality of education possible for our students and will strive for public schools that can meet the individual needs of all children regardless of their ability, race, sex, creed, social standing, sexual orientation, or handicapping conditions. I will represent the entire district rather than individual electors, patrons or groups within my attendance area.
3. I will recognize that the expenditure of District funds is a public trust, and I will endeavour to see that all such funds shall be expended efficiently, economically and for the best interest of the students.
4. I will always bear in mind that the primary function of the Board is to establish the policies by which the District is to be administered, and that the daily administration of the educational programs and conduct of District business shall be the responsibility of the Superintendent of Schools/Secretary-Treasurer.
5. I will recognize that it is as important for the Board to govern the educational programs of the schools as it is to govern for the business of District operations.
6. I will remember that as an individual trustee, I have no legal authority in my relationships with staff, members of our community and the media. While I may discuss Board decisions, the Chairperson or the Superintendent of Schools/Secretary-Treasurer normally makes public announcements.
7. I will work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue. I will not withhold or conceal from them any information necessary to make an informed decision.
8. I will base my personal decision upon all available facts in each situation, vote my honest conviction in every case unswayed by partisan bias of any kind, and thereafter, abide by and uphold the final majority decision of the Board.
9. I will make no disparaging remarks in or out of the Board meetings about other members of the Board or their opinions.
10. I will practice discretion where confidential Board matters are concerned.
11. I will endeavour to establish fair and equitable terms and conditions of employment and evaluation for all District employees.

