

ROLE OF THE TRUSTEE

PREAMBLE

Trustees are elected in accordance with the *Local Government Act*. The British Columbia *School Act* prescribes eligibility requirements for the office of School Trustee. The *School Act* gives no individual authority to Trustees. As members of the corporate Board, Trustees are accountable to the public for the collective decisions of the Board, and for the delivery and quality of educational services. A Trustee must serve the community as an elected representative, but the Trustee's primary task is to act as a member of the corporate Board.

POLICY

EACH MEMBER OF THE BOARD OF EDUCATION CONTRIBUTES TO THE BOARD'S OVERARCHING RESPONSIBILITY TO WORK IN SUPPORT OF PUBLIC EDUCATION IN BURNABY. INDIVIDUALLY AND COLLECTIVELY, TRUSTEES STRIVE TO SUPPORT STUDENT SUCCESS AND THE DEVELOPMENT OF AN IMPROVED LEARNING ENVIRONMENT. THE OATH OF OFFICE TAKEN BY EACH TRUSTEE BINDS THAT PERSON TO WORK DILIGENTLY AND FAITHFULLY IN THE CAUSE OF PUBLIC EDUCATION AND IN ALIGNMENT WITH THE BOARD'S GOALS AND VALUES AS SET OUT IN THE DISTRICT'S STRATEGIC PLAN. TRUSTEE INDEMNIFICATION IS PROVIDED IN ACCORDANCE WITH THE INDEMNIFICATION BYLAW.

RESPONSIBILITIES**Areas of general responsibility for a Burnaby Schools Trustee include that the Trustee shall:**

1. become familiar with the District's Strategic Plan and promote the goals and values set out within it throughout their term of office;
2. commit to advancing positive and respectful relationships with Host Nations – including but not limited to the Reconciliation work the Board has identified and undertaken – and with District partners and the broader community; and,
3. carry out the responsibilities and work of the Board in good faith and with diligence, recognizing a shared public duty to advance the work of the Board.

Specific Responsibilities of Trustees

The Trustee shall:

1. become familiar with District policies and procedures, meeting agendas, and reports in order to participate in Board business;
2. support majority decisions of the Board and monitor progress to ensure decisions are implemented;
3. refer governance queries, issues, and problems not covered by Board policy to the Board for discussion and decision;
4. report operational queries, issues, and problems raised by a parent or community member about a school practice to the Superintendent or designate;
5. arrange contact with staff through the Superintendent;
6. inform the Board and the Superintendent, in a timely manner, of matters that might affect the District;
7. provide the Superintendent with counsel and advice based on the Trustee's judgment, experience, and familiarity with the issue;
8. attend meetings of the Board, participate in and contribute to the decisions of the Board to provide the best solutions for students and the District;
9. attend committee meetings or meetings as a Board representative, as assigned, and report to the Board in a timely manner;
10. when delegated responsibility, exercise such authority within the defined terms of reference in a responsible and effective way, recognizing the Trustee's primary task is to act as a member of a corporate Board;
11. participate in Board development sessions so that the quality of leadership and service in the District can be enhanced;
12. share with fellow Trustees materials and ideas gained from Trustee development activities at the next available opportunity;
13. commit to being informed regarding regional, provincial, national, and international educational issues and trends;
14. act as a liaison to assigned schools and represent the Board when a Board representative is requested at school functions, and engage with the school principal, as required;
15. develop and maintain a positive and respectful learning and working culture both within the Board and throughout the District;

16. carry out duties with integrity and responsibility at all times, including during a Trustee election period; and,
17. become familiar with and adhere to the Trustee Code of Conduct and report any violation of the Code to the Board during a closed session.

Orientation

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

The Board believes an orientation program is necessary for effective trusteeship.

1. The orientation program following an election will provide information on:
 - a. role of the Trustee and the Board;
 - b. organizational structures and procedures of the District;
 - c. Board policy, agendas, meetings, and minutes;
 - d. existing District initiatives, annual reports, budgets, financial statements, and long-range plans;
 - e. District programs and services;
 - f. Board's function as an appeal body;
 - g. statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
 - h. Trustee remuneration and expenses.
2. The District will provide financial support for Trustees, as part of their professional development allocation, to attend seminars provided by the British Columbia School Trustees Association.
3. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the District's orientation program for Trustees. The Superintendent shall ensure each Trustee has access to the Board Policy Handbook and Administrative Procedures Manual as soon as practical once election results have been confirmed.

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Date Adopted: 2024-09
Date(s) Revised: