

## 1. Role of the Trustee

- 1.1. Trustees are elected in accordance with the [School Act Part 4 Division 1 to 6](#). The oath of office taken by each trustee when that person assumes office binds that person to work diligently and faithfully in the cause of public education.
- 1.2. The [School Act Part 6 Division 1 Section 65](#) gives no individual authority to trustees. Each trustee is a member of a corporation – “The Board of Education of School District No.48 (Sea to Sky)”. The decisions of the Board in a properly constituted meeting are those of the corporation.
- 1.3. Trustees bring a range of skills, experience, knowledge, values, beliefs and opinions to their role. Their background does not necessarily include teaching, administration, or any other aspect of education. Their diversity ensures that Board processes are truly democratic and contributes to good decision-making. This diversity also helps trustees provide a balance between the interests of a broader community and the interests of those involved in the delivery of education.

## 2. Powers and Duties

- 2.1. The [School Act Part 6 Division 2](#) defines the powers and duties of the Board. Trustees have several responsibilities:
  - 2.1.1. As an elected official, trustees are charged with seeing that schools are well managed, tax dollars are wisely spent, and the investment and interests of the public are protected;
  - 2.1.2. As an educational policy maker, trustees have a moral commitment to ensure the provision of the best possible learning experiences for all students, to meet the unique and separate needs of the individual, and to recognize and protect the rights and responsibilities of students;
  - 2.1.3. As an employer, trustees are obligated to ensure fair and equitable practices for all employees, seek their professional advice and judgment, support and provide for their needs, and promote good relationships and a healthy morale among the staff. Trustees must be aware of the power and influence they have in the employer/employee relationship.

## 3. Commitments

- 3.1. The Community  
Trustees are responsible to all citizens of the district and not solely to those who elected each trustee, nor to any organization to which they may be a member. Trustees must be accessible to the community in order to understand public sentiment.
- 3.2. Individuals  
Trustees demonstrate concern for every individual in the community regardless of perceived or actual influence, status, or power.
- 3.3. Law and Policies  
Trustees must be both aware of and comply with the laws pertaining to public education and the established policies of the district. Trustees must conduct business in accordance with the rules of order, as amended from time to time, the policies of the District, and the laws, rules and regulations governing education in B.C. Trustees who are also parents/guardians of students in School District No.48 may handle matters pertaining to their own student in the same manner as any parent/guardian is guided to do through policy. For any school or district level matters, a trustee must act only as a trustee and follow the relevant policies.
- 3.4. Decision Making

It is a trustee's obligation, under the law, to participate in decisions pertaining to education in the district. As an elected representative of the people, a trustee can neither relinquish nor delegate this responsibility to any other individual or group.

#### 4. Specific Responsibilities of Individual Trustees

- 4.1. Become familiar with District policies and procedures, meeting agendas and reports in order to participate in Board business.
- 4.2. Support a majority vote of the Board in order to advance rather than undermine the work of the board and monitor progress to ensure decisions are implemented.
- 4.3. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.
- 4.4. Refer operational matters to the Superintendent.
- 4.5. The trustee, upon receiving a complaint or an inquiry from a parent/guardian, staff member or community member about operations, will refer the parent/guardian, staff member or community member back to the teacher, Principal, or District Office personnel and will inform the Superintendent or designate of this action.
- 4.6. Keep the Board and the Superintendent informed in a timely manner of all matters coming to their attention that might affect the District.
- 4.7. Provide the Superintendent with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
- 4.8. Attend meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the District.
- 4.9. Attend committee meetings or meetings as a Board representative, as assigned, and report to the Board in a timely manner.
- 4.10. When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.
- 4.11. Participate in Board/trustee development sessions so that the quality of leadership and service in the District can be enhanced.
- 4.12. Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity.
- 4.13. Stay current with respect to provincial, national and international educational issues and trends.
- 4.14. Strive to develop a positive and respectful learning and working culture both within the Board and the District.
- 4.15. Attend District or school functions when invited and when possible.
- 4.16. Trustees will attend all meetings, events, and functions in person unless extenuating circumstances prevent trustees from doing so; virtual attendance, where available, may be provided.
- 4.17. Continue to carry out duties with integrity and responsibility at all times.
- 4.18. Become familiar with, and adhere to, the [Trustee Code of Conduct](#).