

**Policy Number and Name:** 304 Role of Board Trustee

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023

**Revised Date:** April 28, 2025

**Purpose:**

The role of the Trustee is to contribute to the Board as it carries out its role to achieve the Division's mission, vision, values, and goals. When Trustees fully embrace their role, the Board's ability to fulfill its obligations is enhanced.

The decisions of the Board in a properly constituted meeting are those of the corporation. A Trustee who is given Board authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the Division. (See Appendix A - Services, Materials, and Equipment provided to Trustees.)

**Policy:**

Individual Trustees shall:

- 1) As a new Trustee, attend and participate in the new Trustee Orientation.
- 2) Become familiar with Division policies and procedures, meeting agendas, and reports to participate in Board business.
- 3) Become familiar with and adhere to the Trustee Code of Conduct and Conflict of Interest policies. Bring to the attention and report to the Board in the public board meeting any potential or perceived violation of the Code of Conduct or Conduct of Interest policies.
- 4) Prepare for and attend meetings of the Board; participate in and contribute to the decisions of the Board to provide the best solutions possible for the education of students within the Division.
- 5) If a Trustee desires a recorded vote, the Trustee can call for the recorded vote before, during or after debate but must be requested prior to the question being called.
- 6) Respectfully bring forward and advocate for local issues and concerns, as well as provide information to constituents about other resources or avenues available.
- 7) Keep the Board and the Director informed, in a timely manner, of all matters coming to their attention.
- 8) Provide the Director with information and insight based on their familiarity with the community.
- 9) Accurately communicate the decisions of the Board and refrain from sharing any personal opinions that may give the impression that such a statement reflects the majority decision of the Board when it does not.

- 10) When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
- 11) Refer governance queries, issues, and problems not covered by Board policy to the Board for discussion and decision.
- 12) Refer operational matters to the Director (see [Recommended Communication Process](#)).
- 13) Participate in Board/Trustee professional development sessions and share materials and ideas gained with fellow Trustees at the next available opportunity.
- 14) Contribute to and support a positive learning and working culture both within the Board and Division.
- 15) Attend events and meetings based on availability and as deemed appropriate by the Board.
- 16) Participate in Board committees as required.
- 17) May sit on external committees, agencies, and organizations (see [Board Policy 308 – Board Representation on External Organizations and Agencies](#)).