

Policy Number and Name: 310 Board Code of Conduct

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date:

Purpose:

The commitment of each Trustee to high ethical standards is required to ensure that the Board can responsibly fulfill its obligation and discharge its duties. To that end, Trustees must pledge and abide by the Code of Conduct of the Division and the duties of a Board.

The Code of Conduct supports the six duties of a Board:

- **Duty of Honesty:** Trustees must act honestly, in good faith, and in the best interest of the students and the Division. They must tell the truth in all their dealings. This does not mean breaking Board confidences and solidarity.
- **Duty of Loyalty:** Trustees must avoid all conflicts of interest, real or perceived, between their self-interests, self-interests of other Trustees, and the interests of the Division.
- **Duty of Care:** Trustees must act with prudence and care. They must keep themselves informed of the policy, activities, and affairs of the Division and the challenges it may be facing.
- **Duty of Diligence:** Trustees must be diligent about being informed and have access to the information to best fulfill their governance duties and ask for the information they need.
- **Duty of Skill:** Trustees must use their knowledge and experience to make decisions in a way that would a reasonable person have done in this matter. This does not mean Trustees will not make mistakes, rather have the duty to apply their skills to the issues.
- **Duty of Prudence:** Trustees must act carefully, deliberately, and cautiously in trying to foresee the likely consequences of a proposed course of action.

Policy:

Annually, Trustees must complete the Public Sector Accounting Board (PSAB) PS2200 – Related Party Disclosure questionnaire and provide to the Ministry of Education. All expectations related to code of conduct outlined in the Division Administrative Procedures are also relevant to Trustees where applicable.

A Trustee commits to the following:

- 1) I will be motivated by an earnest desire to serve my Division to the best of my ability to meet the educational needs of all students.
- 2) I will recognize that the expenditure of Division funds is a public trust, and I will endeavour to see that the funds are expended efficiently in the best interests of students.

- 3) I will avoid using my position for personal advantage or to the advantage of any other individual apart from the total interest of the Division and I will resist outside pressure to so use my position.
- 4) I will avoid conflict of interest as outlined in the Conflict of Interest policy and declare a potential or perceived conflict of interest.
 - a) I will declare my personal interest in any Board agenda items.
 - b) I will disclose annually my involvement with other organizations, vendors or any associations that might be or might reasonably be seen as being a conflict at the Organizational Meeting or as required at the next possible Board meeting.
- 5) I will act with integrity and do everything possible to maintain the dignity of the office of a school board trustee.
- 6) I will be properly prepared for Board deliberation and will respectfully engage during the dialogue process.
- 7) I will be respectful and professional. The commitment will be to challenge the issues when differences of opinion exist, but never attack or defame the person.
- 8) I will accept that authority rests with the Board and that I have no individual authority outside the Board. I will abide by the decisions of the Board once they are made, but I shall be free to repeat the opinion that I expressed when the decision was made, as long as going forward, I support and champion the decision of the Board.
- 9) I will express my contrary opinion respectfully and honestly, and not make disrespectful remarks in or outside Board meetings about other Trustees or their opinions.
- 10) I will communicate and conduct my relationship with staff, the community, other school boards, and the media in a manner that focuses on facts.
- 11) I will maintain confidentiality with all information obtained in my capacity as a Trustee and I will not discuss those matters outside the meetings of the Board or the Board's committees.
- 12) I will endeavour to participate in Trustee development opportunities to enhance my ability to fulfill my obligations as a Trustee.
- 13) I will conduct myself in a manner that is not detrimental to the Board, another Trustee, the Division, and another school board or our stakeholders.
- 14) Consequences for the failure of individual Trustees to adhere to the Trustee Code of Conduct are specified in Appendix B – Trustee Code of Conduct Identification, Investigation, and Resolution Sanctions.

Reference:

*Governance Solutions – The ultimate guide to competence and confidence in the Boardroom
2019*