CHINOOK'S EDGE HOOLDVIEW WHERE STANDERS COME FIRST		Chinook's Edge School Division - Policy
	PL 2 – 03.0.0 Role of the Trustee	
Related Policies:		Date of Approval: 2017 August 1
PL 3 - 04.1.0 Staff Hiring		
PL 3 - 06.0.0 Stakeholder Relations		
PL 2 - 03.1.0 Trustee Code of Conduct		
Related Procedures:		Last Amended: 2025 September 23
Exhibits:		Last Reviewed: 2025 September 23

FOUNDATIONAL PILLAR – Board Governance and Processes

EXPECTATION

Trustees will devote time, thought and study to the duties of a School Trustee so that they may render effective and credible service.

REQUIREMENTS AND LIMITS

- 1. Trustees will familiarize themselves with the Division's policies and adhere to them.
- 2. Trustees will familiarize themselves with applicable legislation and not violate it. Some applicable legislation is listed in PL 2 03.1.0 Trustee Code of Conduct and the Trustee Handbook.
- 3. Trustees will keep informed of the activities of the Division, communities within the Division and general trends in education.
- 4. Trustees will strive to ensure that meetings of the Board and meetings of Board committees are conducted efficiently and effectively, while following applicable laws and encouraging robust discussion by
 - a. regularly attending meetings of the Board and Board committees they have been elected to. If they are unable to attend the member will inform the Chair or the Committee Chair.
 - b. coming to meetings on time
 - c. preparing for the meeting by being familiar with meeting agendas and reports
 - d. supporting the Chair's efforts to facilitate an orderly meeting by speaking when recognized, not interrupting other members or engaging in side conversations
 - e. registering a vote on every resolution at the meeting, unless, as per statute, the member recuses himself or herself.
- 5. Trustees will participate in staff hiring as per PL 3 04.1.0 Staff Hiring.
- 6. Trustees will adhere to PL 2 03.1.0 Trustee Code of Conduct.
- 7. With the consent of the Board Chair or by Board motion, any trustee may review any batch of cheques and electronic transfers at any time.

- 8. When presented with stakeholder concerns, that are operational in nature, the trustee will encourage the stakeholder to seek resolution to the issue at the school level first.
- 9. Trustees will forward stakeholder concerns that are operational in nature to the Board and/or the Board Chair and/or the Superintendent for resolution as per PL 3 06.0.0 Stakeholder Relations.
- 10. All trustees will support and accurately represent corporate decisions of the Board.
- 11. Trustees will maintain confidentiality appropriate to sensitive issues and information that otherwise may lead to compromising the integrity or legal standing of the Board.
- 12. Trustees will not attempt to exercise individual authority over the organization, including but not limited to
 - a. assuming personal responsibility for resolving operational problems or complaints
 - b. personally directing any employee of the Division
 - c. speaking to stakeholders in a manner that undermines the decisions of the Board.

ASSURANCES

1. Trustees will be familiar with the *Freedom of Information and Privacy Act (FOIP)* and its implications for trustees' duties and adhere to the requirements of the Act.

HISTORY

2017 Aug 1	Approved
2018 June 27	Amended
2019 Nov 29	Reviewed
2020 Sept 30	Reviewed
2024 Mar 08	Amended
2025 Sept 23	Reviewed and Amended