

Policy 3 ROLE OF THE TRUSTEE

The role of the trustee is to contribute to the Board as it carries out its governance mandate in order to achieve its mission and goals. The oath of office taken by each trustee upon assuming the position binds that person to work diligently and faithfully in the cause of public Catholic education.

The Board of Trustees is a Corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision making role in the context of corporate action. A trustee who is given authority by Board motion 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 trustees 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. Individual trustees do not have the authority to direct the Division's administration and staff.

Alberta's Catholic schools exist to assist the Church and offer Catholic parents a distinct education for their children. The trustees of a Catholic school board are empowered by the community Catholic Church to fulfill both the educational requirements set forth by the values and requirements of a practicing Catholic and participation in Parish and Church activities.

This presents Catholic school trustees with a unique, dual challenge. They must ensure that all students are provided an education and at the same time, the Board must ensure that Catholic values and principles are reflected at all times to the students, staff and the larger community in its policies and practices.

As leaders in the faith community, Catholic trustees require an understanding, a willingness to grow and a commitment to bearing daily witness to the faith. To meet this challenge, Catholic trustees are entrusted with certain denominational school rights, powers, and privileges enshrined in the Canadian Constitution. They exercise these rights with religious guidance of parish and diocesan authorities.

Roles and Responsibilities of Individual Trustees include:

1. Make positive contributions to the Board in achieving its vision and goals.
2. Model the values and requirements of a practicing Catholic and participate in parish and church activities.
3. Ensure the Catholic values and principles are reflected at all times in the Board's policies and practices.
4. Participate, subject to board approval, in board/trustee development sessions so the quality of leadership and services in the Division can be enhanced.
5. Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business.

6. Become familiar with, and adhere to Policy 4 - Trustee Code of Conduct.
7. Report any violation of the Trustee Code of Conduct to the Board during an in-camera session. (or to the Board Chair, or where applicable, to the Vice-Chair)
8. Contribute to a positive and respectful learning and working culture both in the Boardroom and throughout the Division.
9. Attend all 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 Division.
10. Support the decisions of the Board and refrain from making statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
11. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
12. Keep the Superintendent and Board informed in a timely matter of all matters/issues coming to the trustee's attention that might affect the Division.
13. Assist the Superintendent with counsel and advice, providing the benefit of the trustee's judgement, experience and familiarity with the community.
14. As the role of the Trustee is governance, a Trustee is to refer administrative matters to the Superintendent. The trustee, upon receiving a complaint from a parent, or community member about operations, will refer the parent, or community member back to the school, or department, and will inform the Superintendent of this action.
15. Attend Division or School functions when possible.
16. Share materials and ideas gained with fellow trustees at the Board meeting immediately following a trustee development activity.
17. Stay current with respect to educational issues and trends as well as issues brought forward by the community, Alberta School Boards Association (ASBA), Alberta Catholic School Trustees' Association (ACSTA), and the Catholic Church.
18. Major issues and concerns that come to the Trustees' attention (i.e. correspondence) and not covered by Board Policy should be referred to the Superintendent. The Trustee or Superintendent may refer the issue to the Board Chair for corporate discussion and decision. No further action required by the individual Trustee.

Board Orientation

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

The Board believes an orientation program is necessary for effective trusteeship. All trustees are expected to attend all aspects of the orientation program.

19. The division will offer an orientation program for all trustees that provides information on:
 - 19.1 Role of the Trustee and the Board
 - 19.2 Organizational structures and procedures of the Division;
 - 19.3 Board policy, agendas and minutes;
 - 19.4 Existing Division initiatives, annual reports, budgets, financial statements and long range plans;
 - 19.5 Division programs and services;
 - 19.6 Board's function as an appeal body; and
 - 19.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
 - 19.8 Trustee remuneration, expenses; professional development budget and opportunities.
 - 19.9 Trustee Code of Conduct
20. The Board Chair and Superintendent are responsible for developing and implementing the Division's orientation program for trustees.
 - 20.1 The Superintendent shall provide each trustee with access to the references listed in Policy 3 Appendix A – Services, Material and Equipment Provided to Trustees at the Organizational Meeting following a general election or at the first regular meeting of the Board following a by-election.
 - 20.2 The Board Policy Handbook and the Administrative Procedures Manual are available on the Division website for trustees.
 - 20.3 Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies, procedures and issues.

Legal Reference:

Education Act, Section 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96
Commissioner of Oaths Act, Section 6

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Services, Materials and Equipment Provided to Trustees

Trustees shall be provided with the following services, materials and equipment form within the Board governance budget while in office:

1 Reference

Access to:

- The Education Act, the Regulations and related documents
- Board Policy Handbook and Administrative Procedures Manual
- Current Division documents
 - Budget
 - Capital Plan
 - Three-Year Education Plan/Report
 - Collective Agreements
 - Audited Financial Statements
- School year and meeting calendars
- Current telephone listings of schools and principals
- List of School Council Officials
- Alberta Catholic School Trustees' Association (ACSTA) Materials
- Alberta School Boards Association (ASBA) membership services.

2 Communications/Public Relations

- Notification of significant media events
- Name tags and lapel pins
- Key messages as required
- Individual and Board photographs (for Division use)

3 Administrative/Secretarial Services through the Superintendent

- Access to interoffice email
- Conference registration, travel and accommodation arrangements
- E-Mail address and service support
- Photocopying and related secretarial services
- Coordination of events sponsored by the Board

4 Equipment

- Appropriate technology and support within Division standards

Legal Reference

Section 33, 34, 51, 52, 53, 64, 67, 222 Education Act