

Policy 2 ROLE OF THE BOARD

The Board of Trustees is elected by Catholic electors of the Division. The Board is responsible to them for achieving the goals of Catholic education and is primarily responsible to the provincial government in the following areas of responsibility:

1. Accountability

1.1 Accountability to the Provincial Government

- 1.1.1 Act in accordance with all statutory requirements and legislation;
- 1.1.2 Perform Board functions required by governing legislation and existing Board policy.
- 1.1.3 Report Division results annually, keeping the public informed of the operation of the Division and specifically of the achievement of educational and performance standards;
- 1.1.4 Develop procedures and hear appeals as required by statute and Board policy;

1.2 Accountability to the Community

- 1.2.1 Make decisions, which reflect community values and represent the interests of Catholic education;
- 1.2.2 Establish processes and provide opportunities for community input;
- 1.3 Model a culture of respect and integrity; and
- 1.4 Work proactively to build community support for Catholic education.

2. Faith Leadership

- 2.1 Make decisions which reflect Catholic values and beliefs;
- 2.2 Promote the hiring of practicing Catholics; and
- 2.3 Participate in the Catholic faith community;
- 2.4 Support parish functions in the communities served by the Division;
- 2.5 Encourage staff to support Catholic functions in the parish.

3. Education Planning

- 3.1 Provide overall direction for the Division, establish priorities and monitor results each year of the three-year education plan;
- 3.2 Approve the three-year plan for submission by the due date, to Alberta Education, annually;
- 3.3 Approve the annual results report for distribution to the public;
- 3.4 Evaluate the effectiveness of the Division in achieving established goals and desired results annually; and

- 3.5 Monitor progress toward the achievement of student outcomes and other desired results.

4. Policy

- 4.1 Determine policies which outline how the Board is to function.
- 4.2 Identify/approve areas for which Board policy is required;
- 4.3 Monitor policies to determine if they are producing the desired results;
- 4.4 Determine the goals and objectives the Division wishes to pursue, and
- 4.5 Delegate authority to the Superintendent and define responsibilities.

5. Superintendent/Board Relations

- 5.1 Select the Superintendent;
- 5.2 Ensure the Superintendent is a practicing Catholic who provides servant leadership, builds Catholic practices, and enhances Catholic identity amongst students and staff;
- 5.3 Provide the Superintendent with clear corporate direction;
- 5.4 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the *Education Act* and provincial regulations;
- 5.5 Annually evaluate the Superintendent in regard to the job description, provide Board direction (e.g. hold the Superintendent accountable for achievements of Strategic Plan) and review compensation; and
- 5.6 Ensure succession planning for the Superintendent, as required.

6. Finance

- 6.1 Monitor the fiscal management of the Division;
- 6.2 Determine basis for annual resource allocations;
- 6.3 Approve the budget annually and ensure resources are allocated to achieve desired results;
- 6.4 Appoint the auditor; receive the auditor's report and ensure quality indicators are met;
- 6.5 Approve the capital plan and facilities plan annually for submission to Alberta Education by the due date;
- 6.6 Establish reserve funds through the regular budget process for the purchase, replacement, or upgrading of capital assets; and
- 6.7 Solicit advice from the Superintendent, Secretary Treasurer for labor negotiations.

7. Advocacy

- 7.1 Meet with the bishops to determine priorities for Catholic education, and establish positive relationships with the spiritual leaders of the Catholic community;

- 7.2 Meet with local MLA's to present Board priorities and to build positive relations.
- 7.3 Meet with the local municipal governments, chambers of commerce and neighboring educational governing authorities as appropriate to achieve political ends;
- 7.4 Monitor the Division to ensure that it is meeting educational standards and legal obligations, and following Board policies and directives.
- 7.5 Consult with stakeholders on an ongoing basis.

8. Board Training and Evaluation

- 8.1 Evaluate Board effectiveness annually;
- 8.2 Provide opportunities for trustee training;
- 8.3 Utilize provincial and national board associations;
- 8.4 Implement the plan to achieve goals for the current year and evaluate goals.

9. Recognition

- 9.1 Recognize students for local, provincial, national accomplishments and achievements
- 9.2 Recognize staff for notable achievements, and provide awards for long service to the Division

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