

Policy 3

ROLE OF THE TRUSTEE

The role of the trustee is to maintain a focus on improving the growth, achievement and well-being of all learners; to support the creation, maintenance and promotion of welcoming, safe, caring, inclusive and respectful learning environments; and, to participate in decision making that benefits the entire school division all while building public trust. Trustees establish the division's strategic direction, are financial stewards, comprise the corporate board, and are community leaders.

The Board of Trustees is a corporation. A school trustee is a member of a board, not a member of a parliament or a municipal council, and it is important for both trustees and the general public to understand that school board trustees hold no individual authority. It is through the process of collaborating and engaging in joint decision-making that trustees fulfil their corporate role. Individual trustees do not have the authority to direct the Division's administration and staff. A trustee acting individually has only the authority and status of any other citizen of the Division.

A clear understanding of a school board trustee's role and responsibilities is fundamental to good governance. As the representatives in their local school division jurisdiction, trustees are required to listen to the concerns and needs of their communities, bring those to the attention of the board and the school division, and translate these into policy and strategic directions to ensure that they promote the success of all learners.

In fulfilling their roles, Trustees are obligated to meet the specific responsibilities as outlined in the [Trustee Guide to Good Governance](#). These responsibilities build trust and confidence that policy leaders demonstrate stewardship of system resources with an emphasis on engagement, support and success.

The trustee's role upon receiving a concern or complaint from a parent, staff member or community member about operations is outlined in Administrative Procedure 151, [Parental/Guardian Complaints or Concerns or Dispute Resolution](#).

Legal Reference: [Relevant Legislation & Guidelines](#)

Appendix A

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

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

Reference Access to:

1. The *Education Act* and relevant [Regulations and Ministerial Orders](#) therein
2. Available online on [The Foothills School Division](#) website:
 - Board Policy Handbook and Administrative Procedures Manual
 - The Trustee Guide to Good Governance
 - [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
3. [Alberta School Boards Association](#) (ASBA) membership services

Communications/Public Relations

- Key messages as required
- Notification of significant media events
- Board highlights
- Name tags and business cards
- Individual and Board photographs

Administrative Services through the Superintendent

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

Equipment

- A laptop/chromebook with appropriate maintenance, accessories, and software
- Other appropriate technology may be provided