

3 ROLE OF THE TRUSTEE

The Board and Trustees shall operate in compliance with the *School Act* to execute the functions required under oath for their term, in an ethical, respectful and professional manner. This policy shall be recognized as the Board's Code of Conduct. Consequently, trustees shall:

RESPONSIBILITIES

- 3.1 Be prepared for the work of the Board by devoting time, thought and study to meeting agendas, policies and bylaws, rules of order, provincial educational issues, community issues, the Board strategic plan and other relevant information with the intention to be informed in order to execute the roles and responsibilities of the trustee related to:
 - a. the fiduciary responsibilities or approving the annual budget,
 - b. the legal responsibilities, risks and liabilities, inherent in that of a corporate board,
 - c. understanding the connection between the work of the Board and student success.
- 3.2 Attend all Board meetings, working sessions, and meetings of all committees of which they are Board-appointed members, except when absence is necessary.
- 3.3 Work harmoniously with all other trustees in the spirit of openness, cooperation and trust; respect and encourage the free and appropriate expression of opinions by other trustees.
- 3.4 Immediately share with the Board and/or senior administration, through the Board Chair, any significant information that may impact the Board or School District No. 46 (Sunshine Coast), and not withhold from the Board any information necessary to make an informed decision.
- 3.5 When appointed to a liaison position, keep apprised of any concerns or circumstances that are relevant to the Board, and report them to the Board Chair for the arrangement of appropriate discussion, decision or delegation.
- 3.6 Be knowledgeable and respectful of the individuals and roles of those who work with and for the Board.
- 3.7 When appointed to a hiring/selection committee endeavour to fairly, impartially and equitably ensure that the district and schools are administered by the most qualified and appropriate personnel.
- 3.8 Be accessible to and represent the community at large and be committed to supporting student achievement, equity and well-being.
- 3.9 Recognize their duty to represent and advocate for the best interests of all learners in the community and to ensure a learning environment free of racism,

prejudice and systemic barriers, in accordance with the definitions and intention of the BC Human Rights Code.

CONDUCT

- 3.10 Conduct themselves in a manner at all times, including through electronic and social media, that represents the Board and School District No. 46 (Sunshine Coast) in a positive light, taking no action that compromises, or could reasonably be expected to compromise, the Board, its reputation and its decisions.
- 3.11 Refrain from getting involved in or expressing judgments on any school-level disputes or concerns, but listen to complainants and refer them to the district's "How to Communicate with Us", Regulation 2070.
- 3.12 Support and protect the right of all employees to work in a respectful environment that is free from bullying, harassment and discrimination.
- 3.13 Always abide by and support majority decisions of the Board.
- 3.14 Make no disparaging remarks or accusations, in or out of Board meetings, about other members of the Board or their opinions, nor about employees of the Sunshine Coast School District.
- 3.15 Adhere to all Policies and Bylaws, including but not limited to Policy 8 – Conflict of Interest.
- 3.16 Avoid conduct that may affect Boards' abilities to deliver on their core responsibilities to offer an educational program and their ability to support safe and inclusive schools and workplaces.
- 3.17 Respect and preserve the confidentiality of information discussed at closed school board or committee meetings and not release privileged information in any format to the public until the Board has done so in an official capacity. (See Bylaw #54)
- 3.18 Recognize that any interactions they have as individuals with staff, the public, press or other entities lack board authority; and always clarify, within reason, that personal, individual opinions do not reflect the corporate position of the Board.

BREACHES AND RESTORATION

- 3.19 Trustees shall respect the role of the Board in addressing Breaches of Policy, and the following requirements:
 - a. The Board will respond to breaches of the Role of the Trustee in accordance with the principles of administrative fairness as described by the Ombudsperson of BC.
 - b. When there are issues with trustee misconduct that are not able to be resolved informally, the Board will work to develop solutions to resolve

issues early and with measures that are commensurate with the underlying factual context.

- c. The Chair will identify areas of concern with the trustee directly and work with the trustee to resolve the issue in a restorative manner. In the event the Chair's conduct is the source of concern, the Vice Chair shall facilitate this process.
- d. If proactive measures do not result in changed behaviour, disciplinary measures for breaches may be imposed in a remedial and restorative manner, reflecting the seriousness of the breach. These measures may include:
 - Requiring that the trustee write a letter of apology;
 - Requiring that the trustee participate in a restorative justice process;
 - Requiring that the trustee participate in specific training, coaching, or counselling as directed by the board;
 - Being subject to a motion of censure; or
 - Being removed from one, some, or all board committees or other appointments by a majority of voting trustees at a Closed Board Meeting.
- e. Breaches will be discussed and any remedial measure will be passed by a majority of the voting trustees at a Closed Board Meeting.

Board Policy: December 2010

Revised: November 2013, November 2014, February 2016, April 2016, February 2019, October 2022, November 2023

Last reviewed: October 2023