

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:

- 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 Be knowledgeable and respectful of the roles of those who work with and for the Board.
- 3.6 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.
- 3.7 Be accessible to the community at large. This supersedes any conflicting responsibilities to employee, advocacy or interest groups; political parties; other councils or boards; individual employees, schools, electoral areas or communities; or personal interests.
- 3.8 Respect and maintain the confidentiality of confidential business of the Board and School District No. 46 (Sunshine Coast), including individual statements and opinions expressed in closed sessions.
- 3.9 Conduct themselves in a manner that represents the Board and School District No. 46 (Sunshine Coast) in a positive light, taking no action that compromises, or will compromise, the Board and its decisions.

- 3.10 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.
- 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 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.
- 3.13 Share any materials or ideas gained from external professional development activities with the Board.
- 3.14 Subject to the provisions of 3.16, and if in attendance, carry out their fiduciary duty to vote either positively or negatively on every motion before the Board, expressing their opinions during Board debate, but always abiding by majority decisions of the Board.
- 3.15 Make no disparaging remarks or accusations, in or out of Board meetings, about other members of the Board or their opinions, nor about Board employees.
- 3.16 Disclose the nature of any conflict of interest to the Board, and avoid exerting any influence on any school district issue when in conflict of interest—as defined by legislation, policy or personal declaration— by leaving the meeting and not taking part in the discussion and vote on issues when in a conflict of interest.
- 3.17 Refrain from sitting on the board or executive of any corporation or organization that receives funding from School District No. 46 (Sunshine Coast).
- 3.18 Refrain from sitting on any specific school-related or program-related group in the district, including Parent Advisory Councils except when appointed as a liaison from the Board.

Board Policy: December 2010

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