



Policy 3

The Role Of The Northland Board Trustee

The role of the Trustee is to contribute to the Northland Board as it carries out its mandate in order to achieve its mission, vision and goals.

The Northland Board of Trustees of the Northland School Division No. 61 is a corporation. The decisions of the Northland Board in a properly constituted meeting are those of the corporation. A Trustee that is given authority to act on behalf of the Northland Board, either through written policy or a resolution of the Northland Board, may act individually as an agent of the Northland Board. In such cases, the actions of the Trustee are those of the Northland Board, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the Division.

The Trustee shall take and subscribe to the official oath as required by section 76 of the *School Act* prior to commencing the responsibilities of a Trustee.

Specific Responsibilities

1. The Trustee is strongly encouraged to become acquainted with all matters affecting the operation of the Division and the schools.
2. The individual Trustee will:
 - 2.1 Refer queries or problems not already covered by a Board policy or guideline, to the Northland Board as a whole for discussion and decision-making.
 - 2.2 Refer queries or problems of a purely administrative nature to the Superintendent.
 - 2.3 Assist the Superintendent with counsel and advice, providing the benefit of the Trustee's judgment, experience, and familiarity with the community.
 - 2.4 Refrain from making any statement individually, which may give the impression that such a statement reflects the opinion of the Northland Board on any matter not already covered by Board policy or discussed at a meeting of the Northland Board.



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3. The Trustee shall participate in, and contribute to, the decisions of the Northland Board in order to provide the best solutions possible for the education of the children within the Division.
4. The Trustee shall attend all meetings of the Northland Board unless unable to do so because of illness or other unavoidable causes and shall familiarize themselves with Division policies and meeting agendas in order to participate fully in the business of the Northland Board.
5. The Trustee shall participate in training opportunities in order to ensure that the appropriate skills, knowledge and understandings are acquired.
6. Each Trustee is directly responsible to the electorate of the Division and to the Northland Board.
7. Each Trustee is responsible to communicate Local School Board Committee concerns to the Board.
8. Each Trustee is responsible to communicate the policies and decisions of the Northland Board to the members of their Local School Board Committee and to ensure that these are followed at the community level.
9. Upon election to office, the Trustee accepts a position of public trust and is expected to conduct Board business in a manner that will enhance the trust accorded to the Trustee and to the Northland Board.
10. The Trustee shall:
 - 10.1 Accept sole responsibility for declaring a conflict of interest.
 - 10.2 Advise the Board Secretary of the declaration.
 - 10.3 Refrain from participating in discussion, debate or voting on any issues in which they have a declared conflict of interest and leave the room.
 - 10.4 Maintain confidentiality with respect to In-Camera sessions.

Legal Reference: Section 76, 80, 82, 83, 84, 85, School Act – RSA 2000