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Policy 3 - Role of the Trustee

Purpose:

The role of the Trustee is to contribute to the Board as it carries out its mandate and strives to achieve its mission and goals. The oath of office taken or affirmation made by each Trustee when the Trustee assumes office, binds that person to work diligently and faithfully in the cause of public education.

Yellowknife Education District No. 1 is a corporation under Section 82 of the *Education Act*. The decisions of the Board of Trustees, in a properly constituted meeting, are those of the Corporation. A Trustee acting individually has only the authority and status of any other individual in the community. A Trustee that is given authority by the Board to act on its behalf may carry out duties individually but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for those actions.

Trustees are responsible and accountable to Yellowknife Education District No. 1 stakeholders (including, and not limited to, parents, taxpayers and the Minister of Education) for the educational welfare of students.

Specific Responsibilities of Individual Trustees:

1. Trustees advocate for learners, assessing educational policies in terms of what is the best for the whole child.
2. Trustees shall recognize their fiduciary responsibility to the District and the Public, and act in the best interest of the learners understanding that the learner's needs are paramount.
3. The Trustee shall attend all Board and Committee meetings unless unable to do so. Notification should be given to the Chair in advance of the meeting where feasible.
4. The Trustee shall become familiar with Board policies and procedures, particularly the Trustee Code of Conduct (Policy 4), meeting agendas, and reports in order to participate fully in Board business.
5. The Trustee shall support the decisions of the Board, regardless of how they might have voted. Trustees shall refrain from making any statements that are contrary to the decisions of the Board.
6. The Trustee is encouraged to become acquainted with all matters reflecting the operation of the District and the schools within it. However, the Trustee will:
    i. Refer queries, or problems not already covered by Board policy or procedures, to the Board for discussion and decision;
    ii. Refer queries, or problems of a purely administrative nature, to the Superintendent for resolution; and
    iii. Assist the Superintendent with counsel and advice, by providing the benefit of the Trustee's judgment, experience and familiarity with the community.
7. Participate in Board/Trustee development sessions so that the quality of leadership and service to the District can be enhanced.
8. Share the materials and ideas gained from a Trustee development activity with fellow Trustees at the next available opportunity.

9. Stay current with respect to territorial, national, and international educational trends and issues.
10. Strive to develop a positive learning and working culture both within the Board and the District.
11. When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.
12. Attend jurisdiction or school events when possible.
13. The Trustee shall, as a matter of courtesy, advise the Superintendent and the respective principal of their intentions to visit a school.
14. The Trustee shall refer all media inquiries on the Board decisions and policies to the Board Chairperson.

References/Related Documents:

i. *The Education Act*
ii. YK1 Administrative Procedures

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Appendix A – Policy 3 – Role of the Trustee ~ Revision History

Revision History			
Version #	**Revision Description**	**Approved Date**	**Review Date**
1-3	Adopted and revised before the revision table was included. Going forward a summary of the changes will be included in this table as they are approved.	May 2008 Sept 2012 Sept 2018	2022-2026 Board
4	Added to Purpose section (additions/changes in blue): In paragraph 1: The oath of office taken or affirmation made by each Trustee when the Trustee assumes office, binds that person to work diligently and faithfully in the cause of public education. and, in paragraph 3: Trustees are responsible and accountable to Yellowknife Education District No. 1 stakeholders (including, and not limited to, parents, taxpayers and the Minister of Education) for the educational welfare of students. In the "Specific Responsibilities" section added: "of Individual Trustees" to heading, added or changed the following items (per numbering in Policy document): 1. Trustees advocate for learners, assessing educational policies in terms of what is the best for the whole child. 2. Trustees shall recognize their fiduciary responsibility to the District and the Public, and act in the best interest of the learners understanding that the learner's needs are paramount. 3. The Trustee shall attend all Board and Committee meetings unless unable to do so. Notification should be given to the Chair in advance of the meeting where feasible. 5. The Trustee shall support the decisions of the Board, regardless of how they might have voted. Trustees shall refrain from making any statements that are contrary to the decisions of the Board. 7. Participate in Board/Trustee development sessions so that the quality of leadership and service to the District can be enhanced. 8. Share the materials and ideas gained from a Trustee development activity with fellow Trustees at the next available opportunity. 9. Stay current with respect to territorial, national, and international educational trends and issues.	Mar 2024	

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4	10. Strive to develop a positive learning and working culture both within the Board and the District. 11. Each year Trustees will be assigned to different school PAC's on a rotational basis over the term of the Board. The Trustee, or their designate, shall attend Parent Advisory Council meetings as scheduled, unless unavoidable circumstances arise, in which case the Trustee is expected to arrange an alternate attendee. 12. When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way. 13. Attend jurisdiction or school events when possible.		
5	Removal of item former 11 (below). "Each year Trustees will be assigned to different school PAC's on a rotational basis over the term of the Board. The Trustee, or their designate, shall attend Parent Advisory Council meetings as scheduled, unless unavoidable circumstances arise, in which case the Trustee is expected to arrange an alternate attendee." and, updated numbering.	June 2026	