



## 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.

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.

### **Specific Responsibilities:**

1. The Trustee is responsible and accountable to Yellowknife Education District No. 1 stakeholders (such as parents, taxpayers and the Minister) for the educational welfare of students.
2. The Trustee shall participate in, and contribute to, the decisions of the Board in order to provide the best possible education for the students in its care and to meet the needs of the community.
3. The Trustee shall attend all meetings of the Board 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.
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:
  - a. Refer queries, or problems not already covered by Board policy or procedures, to the Board for discussion and decision;
  - b. Refer queries, or problems of a purely administrative nature, to the superintendent for resolution; and
  - c. Assist the superintendent with counsel and advice, by providing the benefit of the Trustee's judgment, experience and familiarity with the community.
7. The Trustee shall keep informed of new and emerging trends and issues in education through attendance at workshops, seminars, visits to other jurisdictions and reading educational articles. Trustees are expected to provide a written report to the Board in a timely manner.



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8. The Trustee has a responsibility to address inquiries from members of the public, or to redirect their inquiries as needed.
9. 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. A report will be made at the next Regular meeting of the Board of Trustees.
10. The Trustee shall, as a matter of courtesy, advise the superintendent and the respective principal of their intentions to visit a school.
11. The Trustee shall refer all media inquiries on the Board decisions and policies to the Board Chairperson.

#### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 September 2012 September 2018	2022-2026 Board
4			
5			
6			