

ROLE OF THE TRUSTEE

The role of the Trustee is to be a contributing member of the Board as it carries out its governance mandate in order to achieve Livingstone Range School Division's mission.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. Without corporate authority, a trustee acting individually has only the status of any other citizen of the Division.

Specific Responsibilities of Individual Trustees

The trustee shall:

1. Become familiar with Board Policies, Administrative Procedures, the Board's Annual Work List, and Board Priorities with related plans and results reports in order to participate in Board business.
2. Prepare for, participate in, and contribute to, the discussions and work of the Board.
3. Strive to develop a positive learning and working culture both within the Board and the Division.
4. Refer administrative matters, queries, or concerns to the Superintendent using the Action Inquiry / Information Request Form located on the following page.
5. Exercise delegated responsibility within the defined limits of Board Policies.
6. Participate in Board and personal professional learning in order to increase knowledge and improve skills.
7. Adhere to the Trustee Code of Ethics.

Legal Reference: Section 60, School Act
Approval Date: October 14, 2003
Amended: June 23, 2009
Renumbered BP 3 September 08, 2009 (Previously BP 4)
Renumbered BP 4 September 14, 2010
Amended: April, 2012



Action Inquiry / Information Request Form

Directions: When constituents bring their concerns to a board member, the Trustee will complete the following request form and forward it to the Superintendent. The Superintendent will then route the request to the appropriate department for action.

To: Ellie Elliott, Superintendent

Date:

Trustee:

- Concern
- Information Request
- Query

Description:
Contact Information:

The following will be completed by Central Office.

Central Office Response		
Assigned to:		
Action taken:		
Date:		
Superintendent's Wrap-Up		
Concern Addressed:	Referral to Board:	Information Request:
Date:	Superintendent Initials:	