

**ROLE OF THE TRUSTEE**

2. New trustees are required to attend the orientation session(s).
3. The Division will provide financial support for trustees to attend Saskatchewan School Boards Association sponsored orientation seminars.
4. The Board Vice-Chair in consultation with the Director of Education will ensure the \_\_\_\_\_ m for newly elected trustees.
5. Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies, procedures and issues.

### **Specific Responsibilities of Individual Trustees**

The trustee shall:

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.
3. Refer administrative matters to the Director of Education. The trustee, upon receiving a complaint from a parent or community member about school operations, will refer the parent or community member back to the school and will inform the Director of Education of this action if administrative action is desired.
4. Keep the Board and the Director of Education informed in a timely manner of all matters coming to his/her attention that might affect the Division.
5. When requested, provide the Director of Education with counsel and advice, giving the
- 6.

12. Strive to develop a positive learning and working culture both within the Board and the Division.
13. Attend School Community Council meetings as requested and/or when possible.
14. Attend significant Division or school functions when possible.
15. Become familiar with, and adhere to, the Trustee Code of Conduct.
16. Report any violation of the Trustee Code of Conduct to the Board during a closed session following the prescribed process for adding items to the agenda.

Reference: *The Education Act, 1995*, Section 85  
*The Local Government Election Act, 2015*

October 2, 2018