

MEDICINE HAT SCHOOL DISTRICT NO. 76**RESPONSIBILITIES OF THE TRUSTEE****POLICY**

Trustees shall be accountable to the school district community for their actions and should always conduct themselves in an ethical and prudent manner. This includes proper use of authority, and appropriate decorum as a Board and as individuals. Trustees shall behave in a manner that reflects respect for the dignity and worth of all individuals.

RESPONSIBILITIES OF A TRUSTEE

1. Trustees shall, as elected officials, be responsible to their electorate through the democratic process.
2. Trustees shall attend regular meetings of the Board, serve on committees of the Board, and perform other functions as directed by the Board.
3. Trustees shall, as members of the Board, participate in the major functions of the Board, which include the following:
 - Planning
 - Advocacy
 - Communication
 - Policy-Making
 - Adjudication of Appeals
 - Allocation of Financial Resources
 - Evaluation of Programs
 - Evaluation of the Superintendent and the Secretary Treasurer
4. Trustees shall resist every temptation and outside pressure to use their positions as school board members to benefit them or any other individual or agency.
5. Trustees shall work closely with parents, school councils, and community members to provide an appropriate link between local communities and the provincial government.
6. Trustees shall assist parents and community members in accessing information.

7. Trustees shall respect and value a decision of the Board. For the Board to operate effectively, it must speak with one voice.
8. Trustees shall not intentionally give the appearance of speaking for the Board without Board authorization. A Trustee may express a personal position or opinion, but must identify it as such.
9. Trustees may serve as volunteers on a staff committee but only when approved by the Board.
10. Trustees do not oversee District employees - the day to day operation of schools and evaluation of employees is solely the responsibility of the staff of the School District.
11. Trustees shall be aware that it is solely the role of the Board, **through the Chair**, to exercise authority over the Superintendent of Schools.
12. Trustees shall be diligent in encouraging employees to bring concerns to the Board through their supervisors or to the Coordinating Committee; utilizing reporting lines within the administration to bring their concerns to the Board.
13. References:

Function	Legislation or Regulation	Policy
		<i>Policy 350 – Healthy Interactions</i>

Approved & Adopted:
June 1, 2004

Reviewed:
December 15, 2009