



## **Board Governance Role Descriptions**

### **Duties of the Board of Trustees**

Section 169.1 of the *Education Act* states that every district school board shall:

- (a) *promote student achievement and well-being;*
  - (a.1) *promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;*
  - (a.2) *promote the prevention of bullying;*
- (b) *ensure effective stewardship of the board's resources;*
- (c) *deliver effective and appropriate education programs to its pupils;*
- (d) *develop and maintain policies and organizational structures that,*
  - i. *promote the goals referred to in clauses (a) to (c), and*
  - ii. *encourage pupils to pursue their educational goals;*
- (e) *monitor and evaluate the effectiveness of policies developed by the board under clause (d) in achieving the board's goals and the efficiency of the implementation of those policies;*
- (f) *develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (c);*
- (g) *annually review the plan referred to in clause (f) with the board's director of education or the supervisory officer acting as the board's director of education; and*
- (h) *monitor and evaluate the performance of the board's director of education, or the supervisory officer acting as the board's director of education, in meeting,*
  - i. *his or her duties under this Act or any policy, guideline or regulation made under this Act, including duties under the plan referred to in clause (f), and*
  - ii. *any other duties assigned by the board.*

.....

*(2.1) In fulfilling its duties under clause (1) (e) with respect to the effectiveness of policies developed by the board to promote the goals referred to in clauses (1) (a.1) and (a.2), every board shall use surveys to collect information from its pupils and staff, and parents and guardians of its pupils at least once every two years in accordance with any policies and guidelines made under paragraph 31 of subsection 8 (1).*

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*(4) Every board shall take steps to:*

- (a) bring the plan referred to in clause (1) (f) to the attention of supporters and employees of the board; and*
- (b) report to supporters and employees of the board about progress in implementing the plan referred to in clause (1) (f).*

*(5) Every board shall:*

- (a) effectively use the resources entrusted to it;*
- (b) use the resources entrusted to it for the purposes of delivering effective and appropriate education; and*
- (c) manage the resources entrusted to it in a manner that upholds public confidence.*

## **Duties of Individual Trustees**

Section 218.1 of the *Education Act* (“Act”) states that every Trustee shall:

- (a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board’s duties under section 169.1;*
- (b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;*
- (c) consult with parents, students and supporters of the board on the board’s multi-year plan under clause 169.1 (1) (f);*
- (d) bring concerns of parents, students and supporters of the board to the attention of the board;*
- (e) uphold the implementation of any board resolution after it is passed by the board;*
- (f) entrust the day to day management of the board to its staff through the board’s director of education;*
- (g) maintain focus on student achievement and well-being; and*

(h) *comply with the board's code of conduct.*

## **Duties of the Chair of the Board**

Section 218.4 of the *Education Act* ("Act") states that the chair of the board shall:

- (a) *preside over meetings of the board;*
- (b) *conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings;*
- (c) *establish agendas for board meetings, in consultation with the board's director of education or the supervisory officer acting as the board's director of education;*
- (d) *ensure that members of the board have the information needed for informed discussion of the agenda items;*
- (e) *act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;*
- (f) *convey the decisions of the board to the board's director of education or the supervisory officer acting as the board's director of education;*
- (g) *provide leadership to the board in maintaining the board's focus on the multi-year plan established under section 169.1;*
- (h) *provide leadership to the board in maintaining the board's focus on the board's mission and vision; and*
- (i) *assume such other responsibilities as may be specified by the board.*

## **Duties of the Vice Chair of the Board**

The Vice Chair of the Board shall:

- (a) *preside at meetings of the Committee of the Whole Board;*
- (b) *subject to any other Board resolution of the Board, assume some or all of the duties of the Chair, in the event of the Chair's temporary absence; and*
- (c) *perform such other duties as may be prescribed by the Board.*

## **Duties of the Secretary**

In accordance with Section 198(1) of the *Education Act*, the Director shall act as Secretary to the Board. The Secretary or designate shall be responsible for:

- (a) *keeping a full and correct record of the proceedings of every meeting of the board in the minute book provided for that purpose by the board and ensuring that the minutes when confirmed are signed by the chair or presiding member;*

- (b) *transmitting to the Ministry copies of reports requested by the Ministry;*
- (c) *giving notice of all meetings of the board to each of the members by notifying the member personally or in writing or by sending a written notice to his or her residence;*
- (d) *calling a special meeting of the board on the request in writing of the majority of the members of the board; and*
- (e) *performing such other duties as may be required of the secretary by the regulations, by this Act or by the board.*

## **Additional Duties of the Director of Education**

In accordance with Section 283 of the *Education Act*, the Director of Education is the chief education officer and the chief executive officer of the board.

*The chief executive officer of a board shall, within policies established by the board, develop and maintain an effective organization and the programs required to implement such policies.*

*At the first meeting in December of each year, the chief executive officer of a board shall submit to the board a report in a format approved by the Minister on the action he or she has taken during the preceding 12 months under subsection (2) and a copy of such report shall be submitted to the Minister on or before the 31<sup>st</sup> day of January next following.*

In addition to their other duties under the *Act*, Section 283.1 provides that the director of education shall:

- (a) *annually review with the board the multi-year plan developed under clause 169.1 (1) (f);*
- (b) *ensure that the multi-year plan developed under clause 169.1 (1) (f) establishes the board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under this Act, in particular, its responsibility for student achievement as set out in section 169.1;*
- (c) *implement and monitor the implementation of the multi-year plan developed under clause 169.1 (1) (f);*
- (d) *report periodically to the board on the implementation of the multi-year plan developed under clause 169.1 (1) (f);*
- (e) *act as secretary to the board;*
- (f) *immediately upon discovery bring to the attention of the board any act or omission by the board that in the opinion of the director of education may result in or has resulted in a contravention of this Act or any policy, guideline or regulation made under this Act; and*

- (g) *if a board does not respond in a satisfactory manner to an act or omission brought to its attention under clause (f), advise the Deputy Minister of the Ministry of the act or omission.*

## **Duties of the Treasurer**

In accordance with Section 198 of the *Education Act* the Treasurer shall:

- (a) *receive and account for all money of the board;*
- (b) *open an account or accounts in the name of the board in such place of deposit as may be approved by the board;*
- (c) *deposit all money received by the treasurer on account of the board, and no other money, to the credit of such account or accounts;*
- (d) *disburse all money as directed by the board; and*
- (e) *produce, when required by the board or by auditors or other competent authority, all papers and money in the treasurer's possession, power or control belonging to the board.*

In addition, in accordance with Section 252 of the *Education Act*, the Treasurer shall:

- (1) *Every year, the treasurer of every board shall prepare the financial statements for the board by the date prescribed under subsection (3) and, on receiving the auditor's report on the financial statements, shall promptly give the Ministry two copies of the financial statements and the auditor's report.*
- (2) *Within one month after receiving the auditor's report on the board's financial statements, the treasurer shall do one of the following:*
  - 1. *Publish the financial statements and the auditor's report on the board's website or, if the board does not have a website, make the financial statements and the auditor's report available to those affected by them in another manner that the treasurer considers appropriate.*
  - 2. *Mail or deliver a copy of the financial statements and auditor's report to each of the board's supporters.*

Section 257.98(1) of the *Education Act* further provides that:

*The treasurer of a board shall each year on or before such date as the board may direct, give the board a financial statement relating to education development charge by-laws and education development charge accounts.*

Effective June 30, 2021