

POLICY 2 - ROLE OF THE BOARD MEMBER

The role of the trustee is to contribute to the board as it carries out its mandate to achieve its mission and goals. The board believes that its ability to fulfill its obligations is enhanced when leadership and guidance are forthcoming from within its membership.

The board 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. In such cases, the actions of the trustee are those of the board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the division.

Specific Responsibilities of Individual Trustees

The trustee will:

1. Become familiar with division policies and procedures, meeting agendas and reports 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. Become familiar with and adhere to, the Board Member Code of Ethics.
4. Reside within the electoral boundaries of Saskatoon Public Schools and maintain regular availability to attend school and division events. While occasional travel or absences may be necessary, trustees are expected to remain within the division during the school year whenever possible. Extended absences, particularly those exceeding one month or occurring more than three times in a school year for longer than one week each, should be minimized to ensure ongoing connection with the school community.
5. Refer administrative matters to the director of education. The trustee, upon being contacted by a parent or community member about school operations, is encouraged to refer the parent or community member back to the school and inform the director of this action.
6. Participate in and contribute to, the decisions of the board in order to provide the best solutions possible for the education of students within the division.
7. Support the decisions of the board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the board when it does not.
8. When delegated responsibility, will exercise such authority within the defined limits in a responsible and effective way.
9. Participate in board/trustee development sessions so that the quality of leadership and service in the division can be enhanced.
10. Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity.

11. Stay current with respect to provincial, national and international educational issues and trends.
12. Strive to develop a positive learning and working culture both within the board and the division.

Board-Community Relations Reports

Trustees file with the chief financial officer, an annual report on events or activities in which they are involved by virtue of their status as board members.

1. Events include but are not limited to school visits, graduations, dinners, school community council meetings, special school functions and other board related activities.
2. Activities include but are not limited to meetings and communication with educational stakeholders, the media and other entities.

Legal Reference:

Date Last Revised: September 2025