



3 Right from the Start: Roles and Responsibilities

Tips on Being an Effective and Responsible Trustee

Understand the role you have in your job, community, school board, etc.

Make notes of what you think your role consists of. Check what the legislation says.

Ask yourself why you're in the role.

Follow up your understanding of your role by asking questions, researching and reading.

For new trustees, check your board's welcome package:

- What your role is? How to carry out that role?
- What is appropriate and inappropriate in the role? What you're responsible for?

Be accountable for your actions.

Take responsibility.

Do not make excuses.

Be positive. If something unexpected happens, try and turn it into a good situation.

Don't be afraid to fail. Things will not always happen the way you would like them to.

Don't be afraid to make mistakes. Learn from them. Know what you did wrong. Understand how to fix it.

Say 'no' when you need to.

Be open to new things.

Communicate with the people around you, use your sources; listen to what people are saying.

Be honest.

Be a role model.

Divide the work evenly if working with people.

Value yourself and don't be hard on yourself.

Learn to cope with stress.

Professional Development Program for School Board Trustees
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Know what your limits are and what you can/can't accomplish.

Acknowledge the role you played, whether the outcome was good or bad.

Learn from it and think about what you would/could do differently.