



3 Right from the Start: Roles and Responsibilities

Job Description – Individual Trustee

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A trustee's job is to:

- Maintain a focus on student achievement and well-being
- Participate in making decisions that benefit the entire board district while representing the interests of his or her constituents
- Interpret the views and decisions of the elected board in their reporting back to their constituents

The job description of the elected board sets out the responsibilities that a trustee, as a member of the collective board, is required to undertake. Again, the *Education Act* clarifies the responsibilities of the individual trustee or board member:

- carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under the *Education Act*, and under related regulations and guidelines;
- attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- consult with parents, students and supporters of the board on the board's multi-year plan;
- bring concerns of parents, students and supporters of the board to the attention of the board;
- uphold the implementation of any board resolution after it is passed by the board
- entrust the day to day management of the board to its staff through the board's Director of Education;
- maintain focus on student achievement and well-being;
- comply with the board's code of conduct.