



**School District 19**  
(Revelstoke)

# Revelstoke Board of Education

## Policy Manual

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### **2.2 Revelstoke Board of Education – Composition, Roles and Conduct**

The Revelstoke Board of Education is composed of five (5) members elected for four-year terms.

The members are elected, at large, to govern the educational affairs of the whole district.

The Board is considered to be a body politic and corporate having the rights, powers, duties and liabilities set forth in the School Act. Only the legally constituted Board and not committees of trustees or individual trustees is endowed with such authority.

The Board exercises its authority in delegating specific and general administrative duties to appropriate employees of the Board, and individual trustees will respect the lines of communication established by the whole Board.

#### **Role of Chair**

The main duty of the Board Chair is to ensure that each member of the Board has a full and fair opportunity to be heard and understood by his/her peers so that a collective opinion can be developed which is truly based on the thinking of the group.

#### **Specific Duties of the Chair**

1. Those listed in Procedural Bylaw No. 2.1.

To demonstrate leadership and facilitate effective operation of the Board by helping Board members operate together as a group to accomplish their goals and by helping to resolve differences in philosophy through meaningful debate.

## 2.2 Board - Composition, Roles and Conduct cont.

2. To convene Board meetings and, with the Vice-Chair and Superintendent of Schools, develop the agenda for these meetings. To make certain that trustees are provided with sufficient information to assess the matters before them by arranging for an agenda and information package to be distributed in advance of meetings.
3. To preside at all regular Board meetings and establish and maintain, with Board members, an atmosphere conducive to permitting calm deliberation with effective and timely conduct of the Board's affairs. To know the basics of parliamentary procedures, to refer to rules of order when necessary and to ensure that all questions are decided with due consideration. To monitor the implementation of directives.
4. To accept the prime responsibility for the establishment of procedures which have dignity and meaning to members of the public who are in attendance at meetings. To act as a cordial host to delegates, ensuring their presentation is appropriately heard by the Board.
5. To encourage the Board's attention to policy questions rather than administrative matters.
6. To encourage the Board to develop and keep up-to-date, the Board's bylaws and policy file to meet the changing needs of the school system. To provide continuing direction for the administration by clarifying the intent of Board policy. To protect the senior administration and staff from inappropriate demands from individual trustees. To work for support and trust of the administration and staff.
7. To enlist the interest of Board members in the education programs being offered in the schools so that policy making at Board meetings is done intelligently. To keep up-to-date on changes affecting the local education system.
8. To foster the development of good relationships between the Board and:
  - i. official groups such as City Council, Ministry of Education, Okanagan College;
  - ii. the general public including local community and parent groups.

9. To assume some responsibility for the orientation of new trustees by introducing them to key representatives of the system and by providing them with background information concerning the operation of the Board and the system.
10. To act as official spokesperson for the Board and to present the corporate viewpoint on matters relating to Board policy. To represent public school education in the community and to promote public interest and participation in the operation of the school system. To ensure that the press are provided with the information needed to accurately report on Board meetings.

### **Trustee Code of Conduct**

1. I will observe the bylaws, policies and regulations of the Revelstoke Board of Education; the School Act, Regulations and Orders; and other relevant statutes.
2. I will devote time, thought and study to trusteeship so that I may render effective and credible service as an advocate for students and public education.
3. I recognize that the expenditures of public funds is a public trust and will see that such expenditures are done efficiently, economically and for the best interest of students in my district.
4. I will be cognizant of legislation and policy concerning conflict of interest and will abstain from discussing or voting on issues where such conflict exists.
5. I will remember at all times that as an individual, I have no legal authority outside the meetings of the Board. My relationships with staff, citizens and media will be conducted on this basis.
6. I will abide by majority decisions of the Board and will accept these decisions as essential to the democratic process and will not undermine these decisions.
7. I will hold the closed business of the Board in strictest confidence and shall continue to do so even after retiring from the Board.
8. I will observe proper decorum and behavior at all times.

## 2.2 Board - Composition, Roles and Conduct cont.

9. I will treat my fellow Trustees with respect and consideration in order to facilitate a full and open discussion of the business at hand.
10. I will endeavor to attend all Board, Committee and external agency meetings to which I am appointed. As a courtesy, I will notify the Board Office or Chair of any absences.
11. I will recognize the role of the Superintendent as Chief Executive Officer responsible for the day-to-day administration of the school district and will not in any way interfere with, or undermine his or her authority.
12. When members of the public raise concerns regarding the school system, I will refer them to the appropriate Principal or the Superintendent.