



TRUSTEE CODE OF ETHICS

Board membership is a significant opportunity and responsibility. Decisions made by trustees directly affect the quality of educational services provided for students and the overall direction taken by the Division. The importance of this role underscores the need for trustees to establish and adhere to a code of conduct.

Catholic school trusteeship is a unique vocation, which serves the Church and the community. The Catholic school trustee plays an integral part in ensuring that Christ is the heart and soul of every Catholic school. The uniqueness of Catholic education lies in the fact that its purpose and end is holiness.

The Board Chair will ensure that new trustees are familiar with the Trustee Code of Conduct as part of the new trustee orientation process and will be responsible for periodically reviewing the Trustee Code of Conduct with Board members.

1. Trustee Responsibility to the Office

A Board member is to honour the high responsibility of this office, which this membership demands by:

- 1.1 Thinking always in terms of "children first";
- 1.2 Understanding that the basic function of the Board members is "policy making", and not "administrative", and by accepting the responsibility of learning to discriminate intelligently between these two functions;
- 1.3 Accepting the responsibility along with his/her fellow Board members of seeing that adequate facilities and resources are provided for the proper functioning of the schools;
- 1.4 Representing at all times the entire school communities;
- 1.5 Accepting the responsibility of becoming well-informed concerning the duties of Board members and the proper functions of schools;
- 1.6 Recognizing responsibility as a provincial as well as a local official to seek the improvement of education not only in the Division but also throughout the Province of Alberta;
- 1.7 Having the administrative officers present at regular meetings of the Board;
- 1.8 Granting the administrative officer the privilege of discussion at the Board meetings;
- 1.9 Referring complaints to the proper administrative officers and discussing them at the regular meetings if an administrative solution is not achieved;



- 1.10 Striving to provide adequate safeguards around the administrative officers and other staff members to the end that they can live happily and comfortably in the community and discharge their administrative and educational functions on a thoroughly professional and business- like basis.
- 1.11 Carrying out the responsibilities as detailed in Policy 3 – Role of the Trustee with reasonable diligence;
- 1.12 Understanding that fiduciary responsibility supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs, or acting as an individual consumer of the Division’s services;
- 1.13 Representing the Board responsibly in all Board-related matters with proper decorum and respect for others;
- 1.14 Representing the Board responsibly with social media;
 - 1.14.1 For the purposes of this Code of Conduct, “social media” refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network.
 - 1.14.2 As public figures and representatives of the Board, members must act with discretion and be judicious in what material they post on social media. As with any other communications, members are accountable for content and confidentiality.
 - 1.14.3 No member shall attempt to disguise or mislead as to their identity or status as a trustee when using social media.
 - 1.14.4 No member shall use social media to publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, is defamatory, misleading or in any way goes against the Board’s obligation to provide a welcoming, caring, respectful and safe learning environment in accordance with Section 33 (2) of the Education Act.
- 1.15 Disclosing the nature of any pecuniary interest, abstaining and absenting him/herself from discussion or voting on the matter in question.

2. **Trustee Responsibility to the Catholic Faith Community**

As an extension of the Church’s ministry, trustees shall, within the duties prescribed in the Education Act and other applicable statutes:



- 2.1 Recognize and affirm that Catholic Schools are an expression of the teaching mission of the Church;
- 2.2 Provide an example to the Catholic Community that reflects the teaching of the Church;
- 2.3 Provide a Catholic Education consistent with programs approved by the Canadian Conference of Catholic Bishops and the Alberta Minister of Education;
- 2.4 Have an active involvement in one of the local Roman Catholic Churches, making it their primary place of worship;
- 2.5 Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Alberta.

3. **Trustee Responsibility to the Community**

The Board member is to meet his/her responsibility to the community by:

- 3.1 Attempting to appraise fairly both the present and the future educational needs of the community;
- 3.2 Regarding it as a major responsibility of the Board to interpret the aims and the activities of the schools to the community;
- 3.3 Insisting that all school business transactions be on an open, ethical and above-board basis;
- 3.4 Vigorously seeking adequate financial support for the schools;
- 3.5 Refusing to use his/her position on the Board for personal gain;
- 3.6 Reflecting Board policies and resolutions when communicating with the public.

4. **Trustee Relationship with Other Board Members**

A Board member is to respect his/her relationship with other members of the Board by:

- 4.1 Recognizing that authority rests only with the Board in official meetings and that the individual member has no legal status to bind the Board outside of such meetings;
- 4.2 Recognizing the integrity of his/her predecessors and associates and the merit of their work;
- 4.3 Refusing to make promises as to how s/he will vote on any matter which should properly come before the Board as a whole;
- 4.4 Making decisions only after relevant facts bearing on the subject are made known;



4.5 Endeavoring to work with fellow trustees in a spirit of harmony and cooperation in spite of differences of opinions that may arise during debate.

5. **Trustee Relationship with Administrative Officers and Staff**

Board members are to maintain effective relationships with the administrative officers of the Division and their respective staffs by:

- 5.1 Striving to procure, when the vacancies exist, the best professional leaders available for administrative posts;
- 5.2 Giving the administrative officers full administrative authority for properly discharging their professional duties and holding them responsible for results;
- 5.3 Refusing to act on matters relating to the employment or dismissal of staff without reference to the administrative officers;
- 5.4 Respecting the confidentiality of privileged Board business.

Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 Appendix B – Trustee Code of Conduct Sanctions.

Legal Reference: Section 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 Education Act