

Policy 4

TRUSTEE CODE OF ETHICS

Each trustee, representing all Catholic school supporters of the community and responsible to this electorate through the democratic process, recognizes:

- That trustees are accountable to the Magisterium of the Church, and that, according to the Code of Canon Law, a Catholic school is an instrument of the Church.
- That, legally, the authority of the Board is derived from the province which ultimately controls the organization and operation of the Division and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
- That fellow citizens have entrusted them, through the electoral process, with the educational development of the children and youth of the community.
- That trustees are the children's advocates and their first and greatest concern is to serve the children of the Division to the best of their ability, taking actions which put the interests of students first,
- That trustees are educational leaders who realize that the future welfare of the Church, the community, the province, and Canada is dependent on the largest measure upon the quality of education provided in schools to fit the needs of every learner.
- That trustees must not neglect their personal obligation to the community and their legal obligation to the province, nor surrender these responsibilities to any other person, group, or organization but that, beyond these, trustees have a moral and civic obligation to the nation which can remain strong and free only so long as schools in Canada are kept free and strong.

In carrying out the role of trustee, the Board expects members to adhere to the following Code of Ethics:

1. Carry out their responsibilities as detailed in Policy 3 – Role of the Trustee, with reasonable diligence;
2. Devote time, thought and study to the duties of a trustee so that they may render effective and credible service.
3. Exercise the powers and duties of their office honestly and in good faith. Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
4. Work with their fellow trustees in a spirit of harmony and cooperation despite differences of opinion that arise during vigorous debate or points of issue.

5. Consider information received from all sources and base personal decisions upon all available facts in every case; unswayed by partisan bias of any kind, and thereafter, abide by and uphold the final majority decision of the Board.
6. Be loyal to the interests of the Division as a whole in the context of Catholic Education. This loyalty supersedes loyalty to:
 - Any advocacy or special interest groups; and
 - The personal interest of any trustee.
7. Maintain the confidentiality of privileged information, including statements made during in-camera sessions of the Board.
8. Work together with fellow trustees to communicate to the electorate.
9. Provide leadership to the Catholic community through setting goals and policies for educational programs and by regularly evaluating these in the light of the wishes and expectations of the community.
10. Remember at all times that individual trustees have no legal authority outside the meeting of the Board, and therefore relationships with school staff, the community, and all media of communication is to be conducted on the basis of this fact.
11. Refrain from using the trustee position to benefit either oneself or any other individual or agency apart from the total interest of the Division.
12. Recognize that the Superintendent has full administrative authority for properly carrying out his or her professional responsibilities within the limits of Board policy, such that all administrative matters, complaints and criticisms will be referred to the Superintendent.
13. Only the Board Corporate as opposed to individual Trustees shall exercise authority over the Superintendent. In particular; only the Board Corporate shall make judgments regarding the Superintendents performance.
14. Encourage active cooperation by stakeholders with respect to establishing policies.
15. Support the provincial and national school board associations for the future of trusteeship in this province and the nation.
16. Provide effective trustee service to the Catholic community in a spirit of teamwork and devotion to education as the greatest instrument for the preservation and perpetuation of our representative democracy.
17. Represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
18. Represent the perceived concerns or needs of the community to the Board or Superintendent as appropriate and accurately communicate the Board's decisions to those we serve.

19. Declare any conflict of interest between personal life and the position on the Board and abstain from voting when appropriate.
20. Avoid using their official position to obtain benefit for themselves or family members, or for any business with which trustees or relatives are associated, in accordance with provisions of the Education Act;
21. Recognize that the Board Chair or designate is the only person authorized to speak to the media on behalf of the Board. Trustees shall not presume to speak for the Board when interacting with the public, media or other entities. Trustees shall represent the Board's corporate position when interacting with the public or other entities;
22. Do their utmost to attend regular Board meetings, meetings of the Board committees to which they have been appointed, and meetings for which they have been appointed to serve as Board representative.
23. Trustees shall act in a manner consistent with provincial legislation including the Education Act, regulations, and policies of the Board.

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

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