

<p>ELK ISLAND CATHOLIC S.R.D. NO. 41</p> <p>LEGAL REFERENCES: <i>School Act</i>, Section 44, 217</p> <p>CROSS REFERENCE:</p>	<p>CODE: BBF-Policy</p> <p>TITLE: Board Member Ethics (Page 1 of 3)</p> <p>ADOPTION DATE: May 5, 1999</p> <p>REVISION DATE:</p>
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The Board supports trustee adherence to a Trustee Code of Ethics.

- 1. Trustee Responsibility to the Office: A Board member should honour the high responsibility 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 fellow Board members of seeing that adequate facilities and resources are provided for the proper functioning of the schools;**
 - 1.4 Refusing to "play politics" in either the traditional partisan or in any petty sense;**
 - 1.5 Representing at all times the entire school community;**
 - 1.6 Referring complaints to the proper administrative officers and discussing them at the regular meetings if an administrative solution is not achieved;**
 - 1.7 Accepting the responsibility of becoming well-informed concerning the duties of Board members and the proper functions of schools;**
 - 1.8 Recognizing responsibility as a provincial as well as a local official to seek the improvement of education not only in the Division but throughout the Province of Alberta;**
 - 1.9 Having the administrative officers present at regular meetings of the Board;**

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- 1.10 **Granting the administrative officers the privilege of discussion at the Board meetings; and**
- 1.11 **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.**
- 2. **Trustee Responsibility to the Community: The Board member should meet his/her responsibility to the community by:**
 - 2.1 **Attempting to appraise fairly both the present and the future educational needs of the community;**
 - 2.2 **Regarding it as a major responsibility of the Board to interpret the aims and the activities of the schools to the community;**
 - 2.3 **Insisting that all school business transactions be on an open, ethical and above-board basis;**
 - 2.4 **Vigorously seeking adequate financial support for the schools; and**
 - 2.5 **Refusing to use his/her position on the Board for personal gain.**
- 3. **Trustee Relationship With Other Board Members: A Board member should respect his/her relationship with other members of the Board by:**
 - 3.1 **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;**

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- 3.2 Recognizing the integrity of his/her predecessors and associates and the merit of their work;**
 - 3.3 Refusing to make promises as to how he/she will vote on any matter which should properly come before the Board as a whole; and**
 - 3.4 Making decisions only after relevant facts bearing on the subject are made known.**
- 4. Trustee Relationship with Administrative Officers and Staff: Board members should maintain effective relationships with the administrative officers and their respective staffs by:**
- 4.1 Striving to procure, when the vacancies exist, the best professional leaders available for administrative posts;**
 - 4.2 Giving the administrative officers full administrative authority for properly discharging their professional duties and holding them responsible for results;**
 - 4.3 Refusing to act on matters relating to the employment or dismissal of teachers without reference to the administrative officers; and**
 - 4.4 Respecting the confidentiality of privileged Board business.**