

POLICY

BOARD OF TRUSTEES RESPONSIBILITIES

RATIONALE:

Effective and efficient Board of Trustees governance will be best achieved by clearly defined responsibilities for officers and sub-committee members.

PURPOSE:

1. To define areas of responsibility
2. List tasks expected to be carried out for a position/role
3. Define the expectations of each Board member's role
4. To allow all members to focus their efforts into particular areas and contribute developments, needs and priorities to others at Board meetings.
5. To enable reviewing of Board function so that the board can benefit from it's experiences and build on them.
6. To assess the load carried by board personnel and allow decisions to be made in regard to board size, co-option and consultation as changes occur.

GUIDELINES:

All members:

- Acquaint themselves with the reports from all Committees and Officers
- To be informed on all matters related to Board business
- Support and promote the School Charter
- Be prepared to share ideas and work positively as a member of the team
- Conveners to co-ordinate minutes of committee meetings and provide written reports to the board as a whole, after these meetings.
- Job descriptions have been written for all trustees describing their roles and responsibilities.

Formulated by: June 1993
Reviewed: May 2013
Next Review: May 2016