

ROLE OF THE TRUSTEE

Catholic school trustees serve not only as elected officials but as stewards of a ministry of the Church. Through prayerful discernment and faithful service, trustees are called to govern in a manner that reflects the teachings of Jesus Christ, the mission of Catholic education, and the values of the Gospel. Trustees are entrusted with safeguarding and promoting the Catholic identity of Christ The Redeemer Catholic Schools (CTR), supporting the faith formation of students and staff, and ensuring that all Board decisions are informed by Catholic teaching, respect for human dignity, and a commitment to the common good. Through their words, actions, and governance, trustees are called to be joyful witnesses of Christ and champions of Catholic education.

Section 53 of the Alberta Education Act (Act) requires a board to establish, maintain and implement policies necessary for fulfilling its responsibilities, which are outlined in Section 33.

1. The role of the trustee is to contribute to Board of Trustees of CTR (Board) as it carries out its mandate in order to achieve its mission. The oath of office taken, or affirmation made by each trustee when she/he assumes office, binds that person to work diligently and faithfully in the cause of public Catholic education.
2. The Board is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision-making role in the context of corporate action. A trustee who is given authority by Board motion to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division. Individual trustees do not have the authority to direct the Division's administration and staff. The Board has the authority to direct its sole employee, the Superintendent.
3. Specific Responsibilities of Individual Trustees:
 - Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business.
 - Understand and adhere to the Board governance model and participate in professional development to bolster knowledge of governance practices and structures. This can include participation in formal learning related to governance by enrolment in courses. Coursework participation will be brought to the board for approval prior to enrolment. This request must include the course content and associated costs. The Board may approve the costs in full or in part, for a singular course or series of courses.
 - Become familiar with, and adhere to, the Trustee Code of Conduct.
 - When seeking nomination as a candidate in a municipal, provincial, or federal election or by-election, provide written notice to the Board and take a leave of absence without pay in accordance with section 79.1 of the *Education Act*.
 - Liaise with their local clergy.
 - Build an understanding about the Bishop's spiritual direction for the Diocese.

- Become aware of the Alberta Catholic School Trustees' Association (ACSTA).
- Become aware of the Alberta School Board Association (ASBA) both at the zone level and the provincial level.
- Provide for the engagement of parents, students, staff, and various communities in matters related to education.
 - Respectfully bring forward and advocate for local issues and concerns prior to a Board decision.
 - Interpret the needs of the community to the Board and the Board's actions to those they serve.
- Refer matters not covered by Board policy, but requiring a corporate decision, to the Board for discussion.
- Refer administrative matters to the Superintendent. The trustee, upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community member back to the teacher, principal or department and will inform the Superintendent, or designate, of this action. The trustee will not engage with the parent, staff member or community member beyond the initial receipt of the complaint, as the subsequent actions will be managed by the superintendent, division, or school staff. Trustees may seek the conclusion of the complaint with the Superintendent.
- Keep the Superintendent and the Board Chair informed in a timely manner of all matters coming to his/her attention that might affect the Division. Personnel matters are to be brought to the attention of the Board Chair and Superintendent only.
- Assist the Superintendent with counsel and advice, providing the benefit of the trustee's judgment, experience, and familiarity with the community.
- Attend Board meetings, and committee meetings as assigned, prepare to participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division.
- Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
- Recognize his/her fiduciary responsibility to the Division and act in the best interests of the Division understanding that Division needs are paramount.
- Vote on every Board motion, unless there is a valid conflict of interest. Trustees shall avoid actual, potential, or perceived conflicts of interest and shall disclose and recuse themselves from matters where required by legislation, where they have a direct personal involvement or interest, or where a reasonably informed person could conclude that their participation may impair their ability to act impartially and in the best interests of the Board. A trustee's role as a parent of a student within CTR, community member, elected representative, or advocate for publicly stated positions does not, in itself, constitute a conflict of interest.
- Support a majority vote of the Board as if the vote had been unanimous.
- When delegated responsibility, exercise such authority within the defined terms of reference in a responsible and effective way.
- Participate in trustee development sessions that have been approved by the Board so the quality of leadership and service in the Division can be enhanced.
- Be cognizant of provincial, national and international educational issues and trends.
- Be cognizant of provincial, national and international Catholic educational issues and trends.
- Share the materials and ideas gained with fellow trustees at a Board meeting following a trustee development activity.

- Contribute to a safe and caring environment that fosters and maintains respectful and responsible behaviours both within the Board and throughout the Division.
- When requested, provide a faith reflection, prayer, or trustee message for Board Highlights or other public-facing Board communications. Contributions shall support and promote the mission of Catholic education, the Board's governance role, and the approved policies and positions of CTR. Trustee submissions shall not include personal positions or statements that have not been adopted by the Board. All submissions shall be reviewed and approved by the Board Chair prior to publication.
- Follow all aspects within the Trustee Code of Conduct, as outlined in Policy 04.
- Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.

4. Trustee Attendance at School, Division, Community, and Provincial Activities

- Trustees are expected, when possible and when designated, invited, or approved, to attend and participate in:
 - Zone and provincial trustee meetings with partner organizations;
 - Zone, provincial, and other trustee professional learning opportunities;
 - Division functions, celebrations, faith events, and community engagement activities;
 - School council meetings of designated ward schools; and
 - Relevant meetings with municipal leaders, MLAs, MPs, government officials, and community partners, often accompanied by the Superintendent.
- Trustees are encouraged to attend school and Division events that are open to the public or to which they have been invited in their capacity as a trustee. Such attendance is intended to support students, staff, Catholic education, and the mission of the Division while respecting the distinction between governance and administration.
- Where a trustee wishes to attend a school or Division activity that is not open to the public and for which the trustee has not received an invitation, the trustee shall first seek approval from the Board Chair. If supported by the Board Chair, the request shall be directed through the Superintendent, who shall determine whether attendance is appropriate, operationally feasible, and consistent with the governance role of the trustee.
- Trustees shall not independently arrange school visits or attendance at operational activities, including staff meetings, professional learning sessions, classrooms, parent information events, or other activities primarily administrative in nature, nor shall they contact principals, school staff, or other employees for the purpose of arranging such attendance.
- Attendance at any school or Division activity shall respect the authority of the Superintendent, principals, and staff and shall not create the perception that an individual trustee is directing, supervising, or evaluating staff or school operations.
- Trustees intending to attend, participate in, or speak at an external meeting or event in their official capacity, where such participation falls outside the Board's customary or previously approved representative activities, shall obtain prior authorization from the Board and should be prepared to report back to the Board.

5. Board Orientation:

- The Board may experience changes in trusteeship. To ensure continuity and facilitate smooth transition from one Board to the next, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans. Once briefed, it is expected that trustees participate fully in their duties as trustee.

- The Board believes an orientation program is necessary for effective trusteeship. All trustees are expected to attend all aspects of the orientation program.
- The Board shall offer the assistance of an experienced mentor trustee to any newly elected trustee for the first year of their trusteeship.
- At the Organizational Meeting trustees will review, and express interest in, Board assignments and committees.
- The Division will offer an orientation program for all trustees that provides information on:
 - Role of the trustee and the Board.
 - Board policy, agendas, and minutes.
 - Organizational structures and procedures of the Division.
 - Existing Division initiatives, annual reports, budgets, financial statements and long-range plans.
 - Division programs and services.
 - Board's function as an appeal body.
 - Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
 - Trustee remuneration and expenses.
- The orientation program may also include:
 - An overview of the duties of Division Office staff.
 - An opportunity to connect with principals at their designated schools.
- The Board Chair and Superintendent are responsible for ensuring the development and implementation of the Division's orientation program for trustees. The Superintendent shall provide each trustee with access to services and technology listed in Policy #3 Appendix attached at the Organizational Meeting following a general election or at the first regular meeting of the Board following a by-election.
- The Division will provide support within the Board governance budget for trustees attending provincial association sponsored orientation seminars, once approved by Board.
- Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies, procedures and issues.

Legal Reference: Section 33, 34, 51, 52 53, 64, 67, 75, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*
 Section 16 *Notaries and Commissioners Act*

Approved: February 29, 2020

Amended: September 26, 2026

Appendix A

SERVICES AND TECHNOLOGY PROVIDED TO TRUSTEES

Trustees shall be provided with the following services, and equipment from within the Board governance budget while in office:

1. Communications/Public Relations:
 - Notification of significant media events.
 - Name tags and business cards.
 - Key messages as required.
 - Individual and Board photographs.
2. Administrative Services through the Superintendent:
 - Conference registration, travel, and accommodation arrangements.
 - E-mail address and service support.
 - Photocopying and related administrative services.
 - Coordination of events sponsored by the Board.
3. Technology:
 - An allowance of \$75.00 per month towards an internet data plan to support Board business.
 - One piece of technology provided by the Division to conduct Board business (i.e. computer, iPad, Chromebook).

Appendix B

CHRIST THE REDEEMER CATHOLIC SCHOOLS – OATH OF OFFICE



OATH OF OFFICE

I, _____, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of School Board Trustee.

So help me God.

Signature

Appendix C

CHRIST THE REDEEMER SCHOOLS - DECLARATION OF FAITH



DECLARATION OF FAITH AND OATH OF OFFICE

FOR BOARD OF TRUSTEES IN CHRIST THE REDEEMER CATHOLIC SCHOOLS

Name of Trustee (please print name)

Trustee Declaration of Faith:

Directed by God's grace and love, I profess the Christian Faith as it is taught and practiced in the Catholic Church and presented in the Catechism of the Catholic Church issued by Pope John Paul II on October 11, 1992.

I believe in God, the Father Almighty, Creator of Heaven and earth, and in Jesus Christ, His only Son, our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; He descended into hell; on the third day He rose again from the dead; He ascended into Heaven, and is seated at the right hand of God the Father Almighty; from there He will come to judge the living and the dead.

I believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting.

I believe that our Church experiences the fullness of God's Revelation, through His Son, Jesus Christ.

I believe that this Church, led by the Holy Father, the Bishop of Rome, and the College of Bishops, continues to exercise in the world, the authority for teaching and moral guidance given by Jesus to His Apostles for the salvation of all.

I believe in the seven sacraments, signs of worship through which the grace of the death, resurrection and ascension of Jesus Christ is communicated.

I promise, through prayer, participation in Church life and worship, and continued efforts to understand my faith, to form my conscience as a member of this Church.

I promise to exercise and proclaim these truths as long as I am a member of the Board of Trustees of Christ the Redeemer Catholic Schools.

Oath of Office for all Trustees:

I promise to respect the confidentiality of matters so designated at Board meetings and work faithfully and cooperatively with other committee members, giving full public and private support to all decisions reached collectively by the group.

I further undertake to refrain from any public or private comments tending to denigrate or undermine any fellow committee members.

Trustee's Signature

Witness to Trustee's Signature

Date

