

DUTIES OF BOARD MEMBERS

The Duties of the Board as a Board

In addition to the duties required to be performed by the School Board under the provisions of the Public Schools Act and other acts of the legislature of Manitoba, the Board of Trustees shall be the policy making body in all matters of concern to the School Division. Without in any way restricting the generality of the foregoing the Board of Trustees:

1. Shall at its Inaugural meeting:
 - Elect a Chairperson.
 - Elect a Vice Chairperson.
 - Elect Negotiating Chairpersons.
 - Form such committees as may be deemed necessary.
 - Set forth Regular and Informal meeting dates for the Board.
 - Appoint or re-affirm the prior appointment of the following:
 - Auditor.
 - Signing Officers.
 - Official Delegates to various organizations.
 - Set forth such other policy decisions as may be deemed advisable.
2. Shall assign duties and powers to all administrative personnel and publish same in the Policy Manual of the Seven Oaks School Division.
3. Shall establish terms of reference for all Board committees.
4. Shall make policy on all matters for the guidance of all administrative and other personnel and shall publish all major policy decisions in the Policy Manual.
5. Shall regularly revise the manual to meet current policy.
6. Shall sit as "The Committee of the Whole" in dealing with negotiations for contract changes with personnel and shall exclude members of the press and general public from such meetings.
7. Shall sit as "The Committee of the Whole" at such other times and under such other conditions as may be deemed advisable and shall exclude members of the press and general public from such sessions.
8. Shall organize such special committees as may be deemed necessary and stipulate the terms of reference under which the committee is to operate and, if possible, place a time limit on its actions.

9. Shall receive reports from all committees at the proper times following the meeting of such committees and take such action as may be deemed advisable.
10. Shall assign various Board members to such committees or public groups as may be required from time to time and shall instruct these delegations as to their duties and responsibilities while acting on behalf of the Board.
11. Shall make, or cause to be made, such statements, announcements, press or publicity releases dealing with Board policies, actions or plans in written form (approved at a duly called meeting of the Board at which a quorum is present) as may be required.
12. Will abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, *The Public Schools Act*, and school division by-laws and policies.

The Duties of Board Members as Individual Board Members

The Board members severally shall serve as the Board of the Division and as such shall have all the powers, duties and responsibilities enumerated in the Public Schools Act and any other acts of the Province having reference to School Board. Individual Board members, without in any way restricting the above:

1. Shall attend all duly called meetings of the Board and any Committees to which they are appointed.
2. Shall serve as Chair of Committees and of the Board as called upon and accept any other assignments given them by the Board unless they feel they cannot fulfil the duties thus assigned.
3. Shall inform the Secretary-Treasurer of any absences contemplated which would affect their attendance at any Board or Committee meetings to which they have been called.
4. Understand that their position may make them privy to confidential information about individuals including students or staff, or financial or other sensitive matters, and will keep any such information confidential.
5. Shall direct all complaints against Board policy, Board officials, principals, teachers and other personnel through proper channels.
6. Shall direct all requests for appearance at Board or Committee meetings by prospective delegations to the Superintendent.
7. Shall act as representative of the Board at all public functions they are called upon to attend in their capacity as Board members.

8. Recognize that the school board's authority rests with the corporate body, not with individual trustees, and therefore will speak or act on behalf of the school board only if they have been authorized to do so.
9. Review meeting agendas and other relevant information prior to board and committee meetings, and arrive at such meetings informed and prepared to contribute to the open and honest discussion about matters before the board or committee.
10. Listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits of these varying opinions.
11. Treat board colleagues, divisional and school staff, students and community members in a respectful and courteous manner, and refrain from using abusive or denigrating language in any dealings with them.