

Policy 2.02

Category: Governance and Operations

Role of the Charter Board Member

BACKGROUND

The *Education Act* outlines the legal basis for school board powers and duties. Individual board members are not empowered to take action on behalf of the school unless specifically requested to do so by the charter Board.

POLICY STATEMENT

The power to make decisions regarding the school's operations is vested in the charter Board as a collective whole. The role of the board member is to contribute to the Charter Board as it carries out its mandate in order to achieve its mission and goals.

DEFINITIONS

1. **Mission** - a written declaration of an organization's core purpose and focus that normally remains unchanged over time.
2. **Orientation** - an introductory stage in the process of new employee assimilation, and a part of his or her continuous socialization process in an organization.
3. **In-service** - a professional training or development effort, where professionals are trained and discuss their work with others in their peer group.
4. **Policy** - a set of ideas or plans that is used as a basis for making decisions, especially in politics, economics, or business.
5. **Agenda** - ordered sequence of items to be discussed in a formal meeting.
6. **Minutes** - permanent, formal, and detailed (although not verbatim) record of business transacted, and resolutions adopted, at a firm's official meetings such as board of directors, manager's, and annual general meeting (AGM).
7. **Procedure** - a fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task.
8. **Statutory requirement** - those requirements which are applicable by virtue of law enacted by the government.

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9. **Regulatory requirement** - product or service requirements that are imposed by an outside (usually governmental) agency that must be met by every product or service under the purview of that agency.

GUIDELINES

10. The Charter Board will offer an orientation or in-service session for all newly elected board members on:
- 10.1 The role of the board and its members;
 - 10.2 Organizational structures and procedures;
 - 10.3 Board policy, agendas and minutes;
 - 10.4 Existing initiatives, reports, budgets, financial statements, and long-range plans;
 - 10.5 Charter school programs and services;
 - 10.6 Board function as an appeal body;
 - 10.7 Statutory and regulatory requirements; and
 - 10.8 Any other relevant topics.
11. The Board Chair and the Superintendent are responsible for developing and implementing the charter school's orientation/in-service session for newly elected board members.
12. The Charter Board will provide financial support for board members to attend in-service session and/or professional development initiatives.
13. Incumbent board members are encouraged to support newly elected board members in their efforts to become informed about the history, functions, policies, procedures, and issues.
14. Individual board members do not have the authority to direct the school's administration and staff or make decisions relating to the school's operations.
15. Notwithstanding the above, the Charter Board may assign specific tasks to board members for research and study to be brought back to the Charter Board for action.
16. Specific responsibilities of individual board members:
- Become familiar with the charter school's charter, policies and procedures, meeting agendas, and reports;
 - Refer queries, issues, or problems not covered by Charter Board policy, to the Charter Board for discussion and decision;
 - Refer administrative matters to the Superintendent, and inform the

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Superintendent of this action;

- Inform the Superintendent and the Charter Board in a timely manner of any matter that might affect the school;
- Assist the Superintendent with council and advice;
- Attend board meetings, participate in the decision-making process;
- Support the decisions of the Charter Board and refrain from making statements, which may be seen as Charter Board opinions.
- When assigned responsibility, exercise such authority as defined in policy and the *Education Act*;
- Participate, subject to Charter Board approval, in board/members development sessions to enhance leadership, and share materials and insights with fellow board members;
- Strive to develop a positive, respectful, and considerate learning and working culture within the Charter Board and the school;
- Attend school functions when possible;
- Become familiar with Board Member Code of Conduct; and adhere to it;
- Report any violation of the Board Member Code of Conduct to the Charter Board during an in-camera session.

Reference:

Education Act

CAPE Bylaws

Adopted: April 12, 1999

Revised: Sept. 12, 2000

Revised: November 25, 2002

Revised: March 28, 2007

Revised: September 30, 2008

Revised: August 25, 2011

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