

101: Board of Education – Role and Function Administrative Procedures

Revised: January 21, 2025

*Statement of Education Policy Order
Mandate for the School System
Province of British Columbia*

School Boards have a duty to govern districts and their schools in accordance with specified powers in a fiscally responsible and cost effective manner. They have a responsibility to ensure that:

- Schools provide students with opportunities for a quality education
- To set education policies that reflect the aspirations of the community and that are consistent with overall provincial guidelines
- To provide leadership and encouragement to schools and the community
- To cooperate with the community and social service agencies in the delivery of non- educational support services to students, and
- To focus on the following areas of district concern:
 1. Implementation of provincial and local education programs
 2. School finance and facilities
 3. Student access and achievement
 4. Teaching performance
 5. Accountability to parents, taxpayers, the community, and to the Province.

Role of Trustees

Trustees shall:

- Become familiar with District policies and procedures, meeting agendas, and reports in order to participate in Board business
- Refer queries, issues, or problems raised by a parent or community member about a school or school policy to the appropriate staff and, where appropriate, inform the Superintendent or designate
- Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the School District
- Support the decisions of the Board and monitor progress to ensure decisions are implemented
- Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity
- Stay current with respect to provincial, national, and international educational issues and trends
- Attend school and District functions when invited and when possible
- Act as a liaison to assigned schools. Advise the assigned Trustee if they plan to

- visit a school, in an official capacity, to which they are not assigned
- Fulfill ad hoc committee and representational assignments as appointed by the Board
- Attend all scheduled meetings of the Board; in the event of an unavoidable absence, trustees shall inform the Board Chair

Roles of the Board Chair and Vice-Chair

The Chair and Vice-Chair of the Board shall be elected at the inaugural meeting of the Board and annually thereafter.

The Chair shall preside at all meetings of the Board and consequently the Chair:

- Ensures that such meetings are conducted in accordance with the School Act and the Board's policies and procedures, and where silent, Robert's Rules of Order.
- Manages meeting agenda and discussions to those issues which, according to Board policy, are clearly within the Board's jurisdiction
- May vote at the same time as other Trustees on all motions placed before the Board for action
- Chairs Board meetings with all commonly accepted powers
- Upholds decisions on behalf of the Board.

The Chair represents the Board in deliberations with other boards of education or agencies unless another Trustee is so designated.

The Chair will act as spokesperson for the Board and shall be assisted in this task by the Superintendent or designate as needed.

The Vice-Chair of the Board shall, in the absence of the Chair, perform all duties of the Chair while acting in that capacity.

In the absence of both the Chair and Vice-Chair, the Trustees present at a Board meeting shall elect a temporary Chair for that meeting.

Election to Provincial Associations

The Board is required to elect two (2) Trustees to the British Columbia School Trustees Association (BCSTA) provincial council. One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

The Board is required to elect two (2) Trustees to the British Columbia Public School Employers' Association (BCPSEA). One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

Term Limits for Elected Positions

A Trustee elected to the position of Chair, Vice Chair, BCSTA Representative, BCSTA Representative (Alternate), BCPSEA Representative, or BCPSEA Representative (Alternate) is eligible to serve a maximum of two (2) consecutive one (1) year terms in each position.

Upon completion of two (2) consecutive and one (1) year terms in any of these elected positions, a Trustee is ineligible to stand for re-election to the same position for a period of one (1) year.

Suspension of Term Limits

The Board may suspend the application of two (2) consecutive one (1) year terms limitation. Suspension requires a motion approved by majority vote of Trustees present and entitled to vote on the motion to suspend.

Board of Education specific areas of responsibility include:

1. Accountability

The Board shall:

- Act in accordance with all statutory requirements of federal and provincial legislation to implement educational standards and policies
- Be responsible for the improvement of student achievement in the school district
- Establish policies governing the provision of education services in the school district
- Manage the school district's resources on behalf of the public and strive to improve its capacity to serve the public interest
- Make fiscally responsible decisions on educational and budget matters
- Conduct itself and its business in an environment that is free of prejudice, bias, and conflict of interest
- Act as a body of final appeal regarding decisions that significantly affect the education, health, or safety of a student.

2. Community Engagement

The Board shall:

- Make decisions that address the needs and demands of the entire school district
- Establish processes and provide opportunities for community input
- Strive to ensure stakeholders, the public and employees have access to full, accurate and clear information on Board decisions and actions
- Report the strategic plans and achievement of students and staff to the community, at least annually
- Promote two-way communication between the Board's partner and community groups, municipal, provincial, and federal governments, and business governing authorities.

3. Planning

The Board shall:

- Provide overall direction for the school district by establishing a vision, values and strategic priorities
- Develop and approve the school district's long-term strategic plans
- Monitor progress toward the achievement of student outcomes and other desired results
- Annually evaluate the effectiveness of the school district in achieving established goals and objectives

4. Policy

The Board shall:

- Make the final decision for the approval of all policy statements in accordance with *Board Policy 103 – Board of Education Policy Development*.

5. Board/Superintendent Relations

In accordance with the *School Act* and subject to *Board Policy 602: Superintendent of Schools*, the Board shall:

- Select the Superintendent
- Provide the Superintendent with clear corporate direction
- Delegate administrative authority in accordance with specified powers and duties
- Respect and support the authority of the Superintendent to exercise professional judgment and leadership and to carry out executive actions within the delegated discretionary powers of the position
- Evaluate the Superintendent and review compensation in accordance with the Superintendent's contract.

6. Board Development

On an annual basis, the Board shall:

- Evaluate the Board's effectiveness in fulfilling its role and function
- Prepare a plan for Board development, aligned with its priorities.

Resources

[Policy 103: Board of Education – Policy Development](#)

[Policy 104: Board of Education – Meetings](#)

[Policy 108: Board of Education – Code of Ethics](#)

[Policy 602: Superintendent of Schools](#)