

### ROLE OF THE BOARD

As the body elected by the Catholic electors of the division, the Board is responsible to the electors for the development of the educational objectives and goals of the jurisdiction in keeping with the values of the Catholic community and the requirements of provincial legislation.

The Board must fulfill its key role of ensuring education in the Holy Spirit Roman Catholic Separate Regional Division is rooted in the Good News of Jesus Christ for all students entrusted to its care.

#### Areas of Responsibility

1. Faith Leadership
  - 1.1 Make decisions which reflect Catholic values and beliefs.
  - 1.2 Be visible within the Catholic faith community.
  - 1.3 Be involved in and supportive of parish functions in each of the communities served by the division.
2. Accountability to Provincial Government
  - 2.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
  - 2.2 Perform Board functions required by governing legislation and existing Board policy.
3. Accountability to Community
  - 3.1 Make data-driven decisions which reflect the Gospel values and represent the interests of the entire Catholic community served.
  - 3.2 Establish processes and provide opportunities for community input.
  - 3.3 Report district results at least annually.
  - 3.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
  - 3.5 Model a culture of faith, respect and integrity, rooted in the Good News of Jesus Christ.
  - 3.6 Proactively work to build community support for this Catholic education system.
  - 3.7 Be visible in our school communities.

#### 4. Three-Year Education Plan

- 4.1 Provide overall direction for the division by establishing mission, vision, strategic priorities and key results.
- 4.2 Annually approve Three-Year Education Plan process and timelines.
- 4.3 Identify Board priorities at the outset of the annual Three-Year Education Planning process.
- 4.4 Annually approve the Three-Year Education Plan for submission to Alberta Education by the due date.
- 4.5 Approve the annual education results report for distribution to the public.
- 4.6 Annually approve budget (driven by the Three-Year Education Plan).
- 4.7 Annually evaluate the effectiveness of the division in achieving established goals and desired results.
- 4.8 Monitor progress toward the achievement of student outcomes and other desired results.

#### 5. Recognition

- 5.1 Staff - long term service and retirement.
- 5.2 Community - modeling Catholic values within the school system.
- 5.3 School – annual lunches.

#### 6. Policy

- 6.1 Determine the goals and objectives the division wishes to pursue.
- 6.2 Identify areas for which Board policy is required.
- 6.3 Monitor policy impact to determine if policy is producing the desired results.

#### 7. CEO/Board Relations

- 7.1 Select the CEO.
- 7.2 Provide the CEO with clear corporate direction.
- 7.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the School Act.
- 7.4 Evaluate the CEO on an agreed upon schedule based upon the CEO job description and additional Board direction (e.g., hold the CEO accountable for achievements of Strategic Plan) and review compensation.
- 7.5 Delegate authority to the CEO and define commensurate responsibilities.
- 7.6 Provide for CEO succession planning as required.

## 8. Political/Advocacy

- 8.1 Utilize ASBA and ACSTA advocacy services.
- 8.2 Develop a yearly plan for advocacy. Consider the focus for such advocacy, key messages and advocacy mechanisms.
- 8.3 Enlist the support of local MLAs and provide a leadership role in support of our students and Catholic education initiatives.
- 8.4 Include meetings with municipal governments and neighboring educational/public service governing authorities as appropriate to achieve political ends.
- 8.5 Be the voice of Catholic education within our communities on advocacy and political issues.
- 8.6 Advocate for the preservation and enhancement of Catholic education in the division and the province.

## 9. Board Development

- 9.1 Annually evaluate Board effectiveness.
- 9.2 Develop a yearly plan for trustee development. Consider increasing knowledge of role, processes and issues.
- 9.3 Consider ASBA, ACSTA, and CSBA resources.
- 9.4 Time activate the yearly plan.
- 9.5 Provide an annual program of trustee orientation to enhance understanding of the school division (within four year mandate).

## 10. Fiscal

- 10.1 Determine annual resource allocations based on the Board's strategic priorities.
- 10.2 Approve budget annually and ensure resources are allocated to achieve desired results.
- 10.3 Approve annually the Three-year Capital Plan and Infrastructure Maintenance Renewal (IMR) Plan for submission to Alberta Infrastructure by the due date.
- 10.4 Review and approve all new and replacement playground requests.
- 10.5 Establish reserve funds through the regular budget process for the purchase, replacement or upgrading of capital assets.
- 10.6 Establish reserve funds for an accumulated operating surplus to expense ratio, as recommended by Alberta Education.
- 10.7 Appoint the auditor.
- 10.8 Receive audit report and ensure quality indicators are met.
- 10.9 Monitor fiscal management and internal financial controls of the division.

- 10.10 Approve the Audited Financial Statements.
- 10.11 Support and respond to the fiscal requirements and regulation established from time to time by the Auditor General and Alberta Education.
- 10.12 Set the mandates for labour negotiations and ratify memoranda of agreement with bargaining units.

**Legal Reference: *Section 60, School Act***