



## POLICY 2

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Revised December 2025

### ROLE OF THE BOARD

Section 33 of the *Education Act* outlines the role of the Board. As the corporate body elected by the Catholic electors of the division, the Board is responsible for establishing educational objectives and goals of the Holy Spirit Catholic School Division in accordance with the Christian ideals and values of the Catholic community. The Board, empowered through provincial legislation and the natural person powers granted by the *Education Act* and its regulations, shall provide overall leadership, strategic direction, and accountability for the division. It is responsible for ensuring the educational programs and services to enable student success, aligned with legislative requirements, values of the electorate, and in alignment with the Magisterium of the Catholic Church.

The Board fulfills this responsibility by setting clear direction, stewarding resources responsibly, exercising fiduciary oversight, and engaging constructively with its communities.

#### Areas of Responsibility

Develop a work plan, in alignment with *Policy 2: Role of the Board* and *Policy 3: Role of the Trustee*, outlining Board activities and advocacy.

1. Faith Leadership
  - 1.1 Make decisions which reflect Catholic values and beliefs.
  - 1.2 Maintain a visible presence within the Catholic faith community.
  - 1.3 Support and participate in parish functions in communities served by the division.
  - 1.4 Participate in and make decisions regarding Alberta Catholic School Trustees' Association (ACSTA) issues.
  - 1.5 Advocate for the preservation of constitutional rights to Catholic education in Alberta. Proactively foster and strengthen community support for the Catholic education system.
  - 1.6 Ensure decisions align with recommendations from the Bishop of Calgary and/ or resources provided by the Bishops of Alberta and

Northwest Territories, Canadian Conference of Catholic Bishops, and Vatican documents.

- 1.7 Participate in faith formation opportunities and ensure that strong faith development opportunities are provided for students and staff.
- 1.8 Model a culture of faith, respect, and integrity, rooted in the Good News of Jesus Christ.

## 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-informed decisions.
- 3.2 Establish processes and provide opportunities for community input.
- 3.3 Report division results.
- 3.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 3.5 Engage in activities of the Board as outlined in *Policy 3: Role of the Trustee*.

## 4. Assurance and Planning

- 4.1 Provide overall direction for the division by establishing mission, vision, strategic priorities, outcomes, and key results.
- 4.2 Approve the Annual Education Assurance Results Report and the Three-Year Education Plan.
- 4.3 Monitor progress toward established outcomes and provide direction for improvement.

5. Recognition for Staff and School Community

- 5.1 The Board will recognize staff, community, and schools.

6. Policy Development

- 6.1 Establish governance policies that guide Board work and reflect legislated requirements, division goals, and Catholic values.
- 6.2 Identify the areas that require Board policy.
- 6.3 Develop and revise policies as per *Policy 7: Appendix C: Policy Development and Review Committee Terms of Reference*.
- 6.4 Monitor policy impact to determine if policy is producing the desired results.

7. Superintendent / Board Relations Requirements

- 7.1 Select and appoint the Superintendent as the Chief Executive Officer of the Division.
- 7.2 Provide the Superintendent with clear corporate direction.
- 7.3 Delegate, in writing, authority to the Superintendent and identify responsibility subject to provisions and restrictions in the *Education Act*.
- 7.4 Entrust the day-to-day management of the school division to the staff through the Superintendent.
- 7.5 Interact with the Superintendent in an open, honest, respectful, and professional manner.
- 7.6 Evaluate the Superintendent on an agreed upon schedule based upon the Superintendent job description and additional Board direction
- 7.7 Annually review the compensation of the Superintendent.

8. Political / Advocacy Requirements

- 8.1 Demonstrate effective advocacy through sustained engagement with the Alberta School Boards Association (ASBA) and the Alberta Catholic Trustees'

Association (ACSTA). Participate in general membership meetings to ensure the division's perspectives are clearly represented in provincial advocacy efforts.

- 8.2 Enlist the support of the municipal, provincial, and federal governments to provide a leadership role in support of our students and Catholic education initiatives.
- 8.3 Be the voice of, and advocate for Catholic education within our communities on the role of locally elected Boards and other political issues.

## 9. Board Development

- 9.1 Annually evaluate Board effectiveness.
- 9.2 Demonstrate continuous learning in support of informed governance, increasing knowledge of role, processes, and issues.
- 9.3 Utilize training and professional development resources available from ASBA, ACSTA, Canadian Catholic School Trustees' Association (CCSTA), Canadian School Boards Association (CSBA), and Grateful Advocates for Catholic Education (GrACE).
- 9.4 Develop a work plan, in alignment with *Policy 2: Role of the Board* and *Policy 3: Role of the Trustee*, outlining Board activities and advocacy.

## 10. Fiscal Responsibility Mandate

- 10.1 Approve the annual budget and allocate resources in alignment with the Board's strategic priorities and student needs.
- 10.2 Annually approve the Three-year Capital Plan and Infrastructure and Maintenance Renewal (IMR) Plan.
- 10.3 Review and approve all new and replacement playground requests.
- 10.4 Establish reserve funds for purchase, replacement, or upgrading of capital assets through the budget process.
- 10.5 Maintain an accumulated operating surplus, within Alberta Education's required limits.
- 10.6 Appoint an external auditor.

- 10.7 Receive and review the annual audit report and ensure quality indicators are met.
- 10.8 Monitor fiscal management and internal financial controls of the division.
- 10.9 Approve the Audited Financial Statements.
- 10.10 Support and comply with the fiscal requirements and regulation established by the Auditor General and Alberta Education.
- 10.11 Set the labour negotiations mandates, actively participate in the negotiations process, and ratify memoranda of agreement with bargaining units.

**References**      **Sections 33, 51, 52, 53, 54, 60, 67, 139, and 122, *Education Act***  
                         ***Fiscal Planning and Transparency Act***  
                         ***Local Authorities Elections Act***  
                         ***Borrowing Regulation***  
                         ***Disposition of Property Regulation***  
                         ***Early Childhood Services Regulation***  
                         ***Investment Regulation***  
                         ***School Fees Regulation***  
                         ***Truth and Reconciliation Commission Calls to Action***