

Title: Role of the Board

Policy Statement:

The Board of Trinity Christian School Association has accepted responsibility to operate a non-denominational independent Christian private school based on Christian doctrine as outlined in the Constitution of the Association and to act as the associate private school for home education programs.

Approved: Lynn Gullackson
(Chair of the Board)

August 30, 2017
(Date)

First Approval Date: August 30, 2017

To Be Reviewed: August 2022

Review and Amendment Date(s): November 16 2017, May 23 2018, September 15, 2019

Stakeholders Consulted (Date): November 6 2017, May 8 2018

Reference to Documents:

Bylaws 1, 2 and 3
School Act
Private Schools Regulation
Home Education Regulation
Policy on Management Accountability
Policy of Policy Governance

Guidelines:

The Board is responsible for the development of priorities and policies to set direction and guide the provision of education services in keeping with the requirements of government legislation and the values and goals of the Association as a whole. Directors act as one corporate body encompassing four major functions:

1. Legislative: Founded on its constitution, the Board carries out its legislative function by approval and review of bylaws and policies.
2. Adjudicative: The Board delegates its adjudicative functions to the Principal and holds the Principal responsible for ensuring fair and impartial decisions when hearing appeals on decisions which may adversely affect students and employees.
3. Executive: The Board delegates its executive functions to the Principal who becomes the key staff person to execute Board policies, priorities, and initiatives.

4. Management: The Board delegates its management authority to the Principal and under his leadership and supervision to the Senior Leadership Team, holding them accountable by receiving regular reports.”

Specific Areas of Responsibility

1. Accountability. The Board shall:
 - a. Maintain an annual work plan outlining its key functions along with appropriate timelines.
 - b. Act in accordance with all statutory requirements of the Government of Alberta, including the School Act and Private School Regulations to implement educational standards and policies.
 - c. Annually approve a strategic planning process and timelines.
 - d. Annually approve a three-year Education Plan for submission by the due date and in compliance with Alberta Education requirements.
 - e. Monitor and evaluate progress toward the achievement of the goals, outcomes, and measures in relation to targets identified in the Three-Year Education Plan.
 - f. Annually approve the Budget and Annual Operating Plan for submission to Alberta Education by the due date.
 - g. Approve the Annual Education Results Report for submission to Alberta Education by the due date.
 - h. Hold the Principal and the Senior Leadership Team accountable for the day-to-day operations of the Association.
2. Policy Making. The Board shall:
 - a. Maintain and regularly review policies which address the work of the Board.
 - b. Develop policy which is required by the School Act and Private School Regulations.
 - c. Provide overall direction by establishing purpose, mandate, beliefs, strategic priorities and key outcomes.
3. Political Advocacy. The Board shall:
 - a. Advocate for the priorities of the Association.
 - b. Share information with Members of the Legislative Assembly and government.
 - c. Advocate provincially for the betterment of private and home education.
4. Fiscal Responsibility. The Board shall:
 - a. Approve the annual budget and ensure resources are available to achieve desired results.
 - b. Appoint an auditor and receive the annual audit report to ensure quality indicators are met.
 - c. Monitor the fiscal management of the Association with timely management reports.
 - d. Approve leases and agreements.

5. Respect

- a. The Principal and the Senior Leadership Team should respect the Board's duty and authority to govern.
- b. The Board should respect the Principal and Senior Leadership Team's duty to recommend and advise.

Role of the Chair

1. The Board Chair will preside at all meetings of the Board. The Board Chair is the ex-officio member of all committees and must be notified of all meetings.
2. The Chair has all the rights of other Directors, including voting and making motions.
3. The Chair is the official spokesperson for the Association.
4. The Chair must review a Board meeting agenda before it is circulated to Directors. The agenda will include an opportunity for Directors to add items to the current or future agendas and for an in camera session at the conclusion of the meeting for Directors to discuss the Board's performance.
5. Representing the Board, the Chair may encourage, advise, and caution the Principal.
6. The Chair may appoint standing and ad hoc committees comprising the Chair and two other directors as needed. Such committees only have authority to recommend to the Board, but may not approve.
7. The Vice-Chair may act in the absence of the Chair.
8. The Board Secretary is the support staff to the Chair