

ROLE OF THE DIRECTOR

The role of the director is to contribute to the Board as it carries out its mandate in order to achieve its mission and goals. The oath of office taken by each director when s/he assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board of Directors is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A director who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the director are those of the Board, which is then responsible for them. A director acting individually has only the authority and status of any other parent of MECCS.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, directors must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective directorship.

1. The Board will offer an orientation program for all newly elected directors to provide information on:
 - 1.1 Role of the director and the Board;
 - 1.2 Organizational structures and procedures of MECCS;
 - 1.3 Board policy, agendas and minutes;
 - 1.4 Existing initiatives, annual reports, budgets, financial statements and long-range plans;
 - 1.5 School programs and services;
 - 1.6 Board's function as an appeal body; and
 - 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
2. The Board Chair is responsible for ensuring the development and implementation of the Board's orientation program for newly elected directors. The Superintendent shall provide each director with access to the Board Policy Handbook and the Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
3. Incumbent directors are encouraged to help newly elected directors become informed about the history, functions, policies, procedures and issues.

Specific Responsibilities of Individual Directors

1. Become familiar with MECCS's policies and procedures, meeting agendas, and reports in order to participate in Board business.

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2. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
3. Refer administrative matters to the Superintendent. The director, upon receiving a complaint from a parent or community member about operations, will refer the parent or community member back to the school or department and will inform the Superintendent of this action.
4. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect MECCS.
5. Assist the Superintendent with counsel and advice, providing the benefit of the director's judgment, experience and familiarity with the community.
6. Attend Board meetings; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education.
7. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
8. When delegated responsibility, will exercise such authority within the defined limits in a responsible and effective way.
9. Participate, subject to Board approval, in Board/director development sessions so that the quality of leadership and service can be enhanced.
10. Stay current with respect to provincial, national and international educational issues and trends.
11. Strive to develop a positive and respectful learning and working culture both within the Board and MECCS.
12. Attend school community functions when possible.

Legal Reference: Section 60, 61, 68, 246, School Act
 Section 6, Commissioner of Oaths Act

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