

# EXECUTIVE AND GOVERNANCE POLICY

## 3.0

**Policy Title:** 3.0 Role of the Executive Member

**Last Approved:** September 2017

### BACKGROUND

The purpose of this policy is to outline the role of the Executive members.

### APPLICATION

This policy applies to the Executive to inform them of their responsibilities.

### POLICY STATEMENT

1. The role of the Executive member is to contribute to the Executive as it carries out its mandate in order to achieve its mission. The oath of office taken or affirmation made by each Executive member when they assume office, binds that person to work diligently and faithfully in the cause of the Association.
2. The Saskatchewan School Boards Association is a corporation. The decisions of the Executive in a properly constituted meeting are those of the corporation. Individual Executive members exercise an effective decision making role in the context of corporate action. The individual Executive member has no authority outside of the Executive meeting unless specific authority has been granted by the Executive during a duly constituted meeting of the Executive.
3. Specific responsibilities of individual Executive members:
  - 3.1. Take and uphold the oath of office, which states:
    - 3.1.1. I, (name), do solemnly affirm that I will promote excellence in publicly funded education and that I will uphold the trust that the school boards of Saskatchewan have placed in me to faithfully guide the Saskatchewan School Boards Association in the achievement of its goals.
  - 3.2. Be familiar with the Act to Incorporate the Saskatchewan School Boards Association, Bylaws, Association position statements and Executive policies as well as the rules of procedure and proper conduct of a meeting so that any decision of the Executive may be made in an efficient, knowledgeable and expeditious fashion.
  - 3.3. Attend, on a regular and punctual basis, all Executive meetings prepared to participate in, and contribute to, the decisions of the Executive in order to provide the best solutions possible for the Association.
  - 3.4. Regularly take part in educational activities that will assist in carrying out responsibilities.
  - 3.5. Prepare for and attend all Strategic Planning meetings.
  - 3.6. Advise the SSBA office when unable to attend an Executive meeting or session.
  - 3.7. Attend and participate in meetings as per annual work plan.

- 3.8. Participate on committees as determined by the Executive.
- 3.9. Communicate constituency issues to the Executive.
- 3.10. Provide relevant information from the Executive to constituency members.
- 3.11. Liaise with committee representatives that are assigned to the Executive member and provide reports of committee representatives to the Executive.
- 3.12. Provide a summary activity report at each Executive meeting.
- 3.13. Suggest agenda items for Executive meetings.
- 3.14. Support and assist the President in conducting effective Executive meetings.
- 3.15. Recognize their fiduciary responsibility to the Executive and vote in the best interests of the Association understanding that Association needs are paramount.
- 3.16. Stay current with respect to provincial, national and international educational issues and trends.
- 3.17. Maintain focus on the strategic work of the Executive.
- 3.18. Exercise such authority within the defined limits in a responsible and effective way when delegated responsibility by the Executive.
- 3.19. Strive to develop a positive and respectful learning and working culture within the Executive and the Association.
- 3.20. Become familiar with, and adhere to, the Executive Member Code of Conduct.
- 3.21. Report any violation of the Executive Member Code of Conduct to the President.

#### REFERENCES

Executive Policy 2.0 – Role of the Executive  
SSBA Governance Handbook