

Role of the BCPSEA Trustee Director

Section 8.1 of the BCPSEA Bylaws states:

The Board of Directors shall manage, or supervise the management of, the affairs and business of the Association and shall have authority to exercise all such powers of the Association as are not in conflict;

- a. with the Constitution and Bylaws, and
- b. all laws to which the Association is subject

With the understanding of the above statement of the association's statutory mandate, a BCPSEA Trustee Director has the following duties and responsibilities:

❖ **Establish Strategic Direction**

- Identify key stakeholders and labour relation needs within the communities we serve
- Establish and periodically review the vision, mission and core values of BCPSEA; contribute to the development of and approve the strategic plan of BCPSEA.
- Ensure that key goals are formulated as part of the annual operating plan that help BCPSEA accomplish its mission and actualize its vision in accordance with BCPSEA's strategic plan.
- Ensure effective use of resources to meet the needs of the association.
- Ensure implementation of adequate financial controls to protect assets and limit liabilities (e.g., procedures for authorizing expenditures and borrowing, budget controls, etc.).
- Monitor and measure corporate performance annually against the approved strategic and operating plans and agreed upon performance indicators.
- Account to boards of education for the services and expenditures of the association, including:
 - fiscal accountability, approval of the annual budget, and formulation of policies related to contracts from public or private resources
 - responsibility for all conditions and policies attached to new, innovative, or pilot programs.
- Ensure the association communicates effectively with boards of education and staff in the best interests of the association's reputation.
- Retain overall accountability for the performance of the association.

❖ **Provide for Excellent Management**

- Select and appoint a chief executive officer to whom responsibility for the administration of the association is delegated.
- Ensure CEO accountability to the board including performance management and compensation review.
- In cooperation with the CEO:
 - Specify measurable annual performance expectations
 - Review and evaluate performance regularly on the basis of a specific job description, including executive relations with the board, leadership in the association, program planning and implementation, and management of the association and its personnel.

❖ **Ensure Board Effectiveness**

- Commit to a comprehensive Board orientation program and continuing Board education.
- Establish annual Board goals and objectives.
- Establish and periodically review policies concerning Board structure and processes to maximize the effective functioning of the Board.
- Ensure ethical behaviour and compliance with laws and regulations, audit and accounting principles, and the association bylaws.
- Ensure decision-making processes are transparent
- Establish regular mechanisms to connect with trustees in their region to ensure effective two-way communication between boards of education and the Board of Directors.