

Section 200 – How We Lead and Make Decisions



2** – Trustee Orientation and Criminal Record Check

Purpose

The Board of Education of School District No. 68 (Nanaimo–Ladysmith) recognizes that effective trusteeship requires a clear understanding of Board roles, legal responsibilities, governance practices, and district operations.

This policy establishes a structured orientation process for trustees to support ethical, informed, and effective governance.

Objectives

The Board believes that:

- Trustees act collectively as a governing body and not as individuals.
- Trustees focus on governance, policy, and strategic direction, while operational authority rests with the Superintendent.
- Proper orientation supports good decision-making, role clarity, transparency, and public confidence.
- Trustees must meet all statutory and Board-defined eligibility requirements, including criminal record checks.

Orientation Requirements

1. Initial Trustee Orientation

All newly elected or appointed trustees shall participate in a formal orientation program as soon as practicable following election or appointment.

Orientation shall include, at minimum:

- Board roles, authority, and fiduciary responsibilities
- The distinction between governance and administration
- Board–Superintendent relationship and reporting structure
- Key legislation affecting boards of education
- Board policies, including the Board Policy Manual
- Codes of ethics and conduct
- Meeting procedures, including Roberts Rules of Order
- Financial oversight and budget processes
- Strategic and district priorities

2** – Trustee Orientation and Criminal Record Check

Orientation shall be organized by the Superintendent with input from the outgoing Board Chair.

2. Ongoing Education

Trustees are encouraged to engage in continuous learning, including:

- Board retreats and development sessions
- Orientation refreshers following general elections
- Training opportunities provided by recognized governance organizations

3. Criminal Record Check Requirement

All trustees must:

- Complete a criminal record check as per Board policy
- Provide authorization and required documentation within timelines established by the district
- Complete any required updates or renewals when legislated or directed by Board policy

A trustee's failure to comply with criminal record check requirements may result in limits on trustee participation and access to school district sites, subject to applicable legislation and Board policy.

Legal References:

Monitoring Method:

Monitoring Frequency:

Adopted: 202X.xx.xx