

213 – 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

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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 required by legislation and 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: 2026.04.22