



## SCHOOL DISTRICT NO. 10 (ARROW LAKES) POLICY MANUAL

### 240 – Participation of Trustees at PAC/DPAC, District Committees, and External Organizations

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#### 1 General

1.1 The Board values constructive relationships with school and community groups. This policy clarifies the role of trustees attending PAC/DPAC meetings, district committees, and external organizations while maintaining effective governance, confidentiality, and the Board's "one voice."

1.2 Trustees participate in these bodies as observers and liaisons unless formally authorized to represent the Board.

#### 2 Appointments and Transparency

2.1 Each year, the Board Chair, after consulting trustees, appoints liaison trustees to PACs, the DPAC, district committees, and external organizations.

2.2 Appointments are confirmed publicly and posted on the District website.

#### 3 Role and Limitations of Liaison Trustees

3.1 Liaison trustees serve as two-way communication links and provide context on Board policies and decisions.

3.2 Liaison trustees do **not**:

- make decisions or commitments on behalf of the Board;
- direct staff or address operational matters;
- negotiate on behalf of the District;
- disclose confidential or privileged information; or
- speak to the media unless authorized by the Chair.

#### 4 Participation at PAC/DPAC Meetings

4.1 Trustees may attend DPAC and PAC meetings as invited guests and participate according to PAC/DPAC bylaws.

4.2 Trustees do not vote, chair, or participate in decision-making unless attending solely as a parent member.

4.3 When a Trustee is also a parent member, they must declare their role and avoid using their trustee status to influence PAC business. Potential conflicts of interest should be avoided or, if unavoidable, result in recusal.

## 5 Conduct and Privacy

5.1 Trustees are to follow the Board's Code of Conduct, confidentiality obligations, and FOIPPA requirements.

5.2 Trustees shall avoid collecting or handling personal or sensitive information concerning individual students, parents/guardians, and staff; such matters are referred to the school or district administration.

## 6 Reporting Back

6.1 Liaison Trustees shall provide **brief** summaries of **relevant** meetings to the Board.