

## **SERVICES AND MATERIALS PROVIDED TO TRUSTEES**

Trustees shall be provided with the following services and materials while in office:

**1. Reference**

- Access to the Education Act, Alberta Education Regulations, and other related documents.
- Board Policy Handbook and Administrative Procedures Manual.
- Access to current division reports and resources (e.g. Annual Report, Three Year Education Plan, budgets).
- School year and meeting calendars.
- Staff directories and current telephone listings of schools, principals, associate principals, and school secretarial staff.
- List of school council chairs.
- Alberta School Boards Association (ASBA), Alberta Catholic School Trustees' Association (ACSTA), Canadian School Boards Association (CSBA) and Canadian Catholic School Trustees' Association (CCSTA) membership services.
- Access to recommended reading.

**2. Communications/Public Relations**

- Notification of significant media events, reminders of monthly meetings and events.
- Name tags, business card and lapel pins.
- Key messages.
- Individual and Board photographs.
- Technology that facilitates current communication needs.

**3. Administrative/Secretarial Services**

- Access to interoffice mail
- Conference registration, travel and accommodation arrangements
- E-mail address and Information Technology service support
- Photocopying and related secretarial services