



Policy 3 - Appendix A

Revised November 2024

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 Education Results Report, Three Year Education Plan, budgets).
- School year and meeting calendars.
- 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, digital or traditional business cards upon request, 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