

## Policy 3 Appendix: SERVICES & MATERIALS PROVIDED TO TRUSTEES

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

### 1. Reference

- ◆ Copy of the Education Act, the Education Regulations and related documents
- ◆ Board Policy Handbook and Administrative Procedures Manual
- ◆ Copy of current Division reports and resource binders (e.g. Annual Report, Provincial Education Plan)
- ◆ School year and meeting calendars
- ◆ Staff directories and current telephone listings of schools, Principals, Vice-Principals and school secretarial staff
- ◆ List of School Community Council officials
- ◆ Saskatchewan School Boards Association (SSBA) and Canadian School Board Association (CSBA) membership services

### 2. Communications/Public Relations

- ◆ News clipping service
- ◆ Notification of significant media events, reminders of monthly meetings and events
- ◆ Name tags
- ◆ Key messages
- ◆ Individual and Board photographs
- ◆ SSBA Trustee's date book

### 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
- ◆ Laptops

Reference: Sections 63, 85, 87 Education Act  
Local Government Election Act