

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

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

1. Access to the following:

- Current versions of *The Education Act, 1995, The Education Regulations, 1986, The School Division Administration Regulations, 2017* and related documents.
- **Board Policy Handbook and Administrative Procedures Manual.**
- **Current Division reports and resource binders.**
- **Robert's Rules** of Order, Newly Revised, In Brief.
- School year and meeting calendars.
- List of School Community Council officials.
- Saskatchewan School Boards Association (SSBA) and Canadian School Board Association membership services.

2. Communications/Public Relations:

- Notification of significant media events, reminders of special meetings.
- Speaker's notes/talking points as required or when requested.
- Individual and Board photographs.
- SSBA Trustee's date book.

3. Administrative/Secretarial Services:

- Conference registration and accommodation arrangements.
- Information Technology service support.
- Trustee business cards.

4. Equipment:

- A Division approved and supported laptop computer or mobile device and printer, with appropriate software and access. The equipment shall be returned to the Board upon completion of the term in office.