

**SERVICES, MATERIALS AND EQUIPMENT  
PROVIDED TO TRUSTEES**

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

1. Reference

- w Copy of the School Act, the Regulations and related documents
- w Board Policy Handbook and Administrative Procedures Manual
- w Copy of current District reports and resource binders
- w Guidelines for school visits
- w School year and meeting calendars
- w Copy of District Directory
- w British Columbia School Trustees' Association (BCSTA) and Canadian School Board Association (CSBA) membership services

2. Communications/Public Relations

- w News clipping service
- w Copy of newsletters
- w Notification of significant media events, reminders of special meetings
- w Weekly compilation of school-based public events
- w Name tags and business cards
- w Speaker's notes
- w Individual and Board photographs

3. Administrative Support:

- w Access to interoffice mail
- w Conference registration, travel and accommodation arrangements
- w E-mail address and Information Services support

4. Equipment

- w A laptop computer, with appropriate software and internet access
- w The equipment shall be returned to the Board upon completion of the term in office