

Board Policy 4 – Appendix B

SERVICES, MATERIALS AND EQUIPMENT AVAILABLE TO TRUSTEES

The following services, materials and equipment will be available to trustees while in office:

1. Digital References
 - ◆ Copy of the School Act, Ministry regulations and related documents
 - ◆ Board Policy Handbook and Administrative Procedures Manual
 - ◆ Guidelines for school liaisons and school visits
 - ◆ School year and meeting calendars
 - ◆ British Columbia School Trustees' Association (BCSTA) and Canadian School Board Association (CSBA) membership services
2. Communications/Public Relations
 - ◆ Electronic copy of newsletters for liaison schools
 - ◆ Notification of significant media events, reminders of special meetings
 - ◆ Name tags and business cards
 - ◆ Speaker's notes
 - ◆ Individual and Board photographs
3. Administrative Support:
 - ◆ Administrative support through the Superintendent's Office
 - ◆ A West Vancouver Schools e-mail address and Information Services support
4. Equipment
 - ◆ A laptop computer, with appropriate software and internet access that is returned at the end of the term in office