

## Policy 3 – Appendix A

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### 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:**

- *The Education Act, 1995*, The Education Regulations, 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.
- Prince Albert and Area Teachers' Association Address Book, if available.
- Saskatchewan School Boards Association (SSBA) and Canadian School Board Association membership services.

**2. Communications/Public Relations:**

- Speaker's notes/talking points when requested.
- Individual and Board photographs.

**3. Administrative/Secretarial Services:**

- Conference registration and accommodation arrangements.
- Information technology service and support on division-owned devices.
- Trustee business cards.

**4. Equipment:**

- A Division approved and supported electronic equipment required for Board business. The equipment shall be returned to the Board upon completion of the term in office.