

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

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

1. Reference Available on the GSSD Website:
 - *The Education Act, 1995*
 - *The School Division Administration Regulations, 2017*
 - Current Board Policy and Administrative Procedures
 - School year calendar, Central Office calendar, and Board Annual Work Plan
 - Division Office Staff Directory, current telephone listings of schools, principals, vice-principals, and school Administrative Assistants
 - SSBA Service Menu
 - Current and historic GSSD reports
 - Board Member Orientation Booklet
 - Opening day enrolment numbers
 - List of School Community Council (SCC) chairperson

2. Communications/Public Relations:
 - Notification of significant media events, reminders of special meetings
 - Name tags, business cards
 - Speaker's notes
 - Monthly HR Report

3. Administrative/Secretarial Services:
 - Conference registration, travel and accommodation arrangements
 - Information Technology service support
 - Document management, photocopying and related secretarial services as directed by the Board as a whole

4. Equipment
 - A computer &/or device, with appropriate software and access. The equipment shall be returned to the Board upon completion of the term in office.

Updated: January 13, 2015, October 10, 2018