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## ORIENTATION, SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

While in office, Trustees will be provided with an orientation that will take place at the Education Services Centre: the following services, materials and equipment will be provided from within the Board governance budget:

1. The Orientation Program will include:
  - Board Policy and Administrative Procedures on the Division’s website;
  - Role of the trustee and the Board;
  - Trustee Handbook (which includes a copy of the year’s Board Governance Work Plan Calendar);
  - Organizational structures of the Division, including a list of schools and principals;
  - Roles and responsibilities of central and school staff;
  - Information on communication protocols;
  - Information on payroll, benefits, and timesheets;
  - Committee of the Whole and Public Board Meeting Protocols, including the process for preparing meeting materials;
  - Division initiatives and programs, annual reports, and services;
  - Division budget, financial statements, and capital/facility plans;
  - The *Education Act* and associated legislation and regulation requirements;
  - The parameters of FOIP;
  - Trustee responsibilities with regard to conflict of interest;
  - Information on their educational partner organizations:  
*Alberta School Boards Association, Rural Caucus of Alberta School Boards, and Public School Boards Association of Alberta.*
  
2. Direction to current digital documents:
  - The Education Act, related Regulations and legislation
  - Board Policies and Administrative Procedures
  - Budget
  - Capital Plan
  - Three-Year Education Plan
  - Annual Education Assurance Measures Report
  - Collective Agreements
  - Audited Financial Statements
  - Division Three-Year Calendars
  - Board Correspondence
  - Log in access for *Alberta School Boards Association (ASBA)* membership services
  - Log in access for *Public School Boards Association of Alberta (PSBAA)* membership services

3. Direction to Current Communications and Public Relations Documents on the Division website:
  - Good News Stories
  - Press Releases
  - Special Features
  - Board Briefs
  - Board Photo
  
4. Services provided through the Superintendent:
  - Conference registration, travel and accommodation arrangements, as required
  - Trustee Timesheets, Mileage, and Per Diems
  - Printed copies of materials as deemed prudent by the Board Chair
  - Trustee calendar supported by Google
  
5. Materials/Equipment/Services
  - Health Benefits Program
  - E-mail address and service support
  - Trustee Shared Drive
  - Trustee Brochure
  - Cellphone or monthly contribution to personal cellphone plan
  - Laptop with appropriate software, access, and technical support
  - If required, a printer as necessary for Board business
  - Name tags, business cards, lapel pins, and corporate wear

Legal Reference: Section 33, 34, 51, 52, 53, 64, 67, 222 Education Act

Approved: March 21, 2018

Amended: March 11, 2020, February 24, 2021, February 15, 2023