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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 2925

## POLICY: TRUSTEES – PROVISION OF RESOURCES

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### Resources Provided for Trustees' Home Office Use

The Board recognizes all Trustees must maintain an office in their home and assigns specific resources to effectively assist them in carrying out their duties and will provide, *if requested*, the following resources to Trustees during their term in office for Board use only:

- Separate residential phone line\* (including Internet access)
- Facsimile machine (school district standard)
- Four drawer filing cabinet (school district standard)
- Free-standing storage shelves or a four shelf bookcase
- Weekly home or office courier services within Surrey or White Rock
- Individual voice-mail services at the Board office
- District e-mail service
- Necessary secretarial or photocopying services for Board material
- Personal desktop computer with small work station (\*\*school district standard)
- Wireless communication device.

### Use of Other Resources

Trustees are required to obtain the permission of the Board to access any of the following resources:

- Review of an employee's file
- Use of school district letterhead for external correspondence
- Borrow or purchase materials
- Use of Board equipment other than provided
- The services of a school district employee.

The permission of the Superintendent or Secretary-Treasurer is required for use of the following resources:

- Secretarial services or photocopying material for circulation to external organizations
- Resource services on Board-approved functions.

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- \* (Long distance telephone call reimbursement requires name/organization of person called and reason for call.)
- \*\* Receipt and return of equipment will be documented.

Revised: 2008-05-08  
2007-06-28  
2001-06-28  
2000-01-13

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