



File BGB-E1

NEW BOARD MEMBER INFORMATION PACKAGE

The new Trustee information package will usually contain the following:

1. A letter of welcome from the Secretary-Treasurer, listing such things as Purpose and Mission, Values, School Division Goals and Objectives, special on-going projects, etc.
2. An overview of the Division –schools and enrolments.
3. The Organizational Chart (See CB-E).
4. A School Division map.
5. A School Division directory.
6. The school year calendar.
7. A list of commonly used acronyms.
8. Recent reports prepared for the Board (e.g. Financial Report).
9. School Division Manual of Policies and Procedures.
10. Board meeting minutes for the preceding year.
11. Collective Agreements.