

EVENT PROTOCOL

Background

The Province of Alberta entrusts elected school boards with the responsibility to govern education. The public has an expectation that trustees will be active in their communities and be in touch with the public's concerns and issues related to educational matters. Attending public events is one way for trustees and the public to interact and communicate. It is important, therefore, that trustees be consistently recognized at public events in the same way that elected federal, provincial or municipal officials are recognized. Recognition of trustees raises the profile of public education and emphasizes its importance to the entire community. Protocol varies from situation to situation; however, it is expected that trustees will be introduced at events where politicians and public officials are to be recognized. Staff and organizers of community functions are to be made aware of the expectations of protocol for Golden Hills.

Procedures

1. Events Organized by Outside Agents (excludes Board and/or the schools of Golden Hills)

1.1 Recognition

When an invitation is extended and accepted the following order for introducing guests is suggested when public officials are being recognized:

Member of the Senate

Members of Parliament (Cabinet Ministers first)

Members of the Legislative Assembly of Alberta (Cabinet Ministers first)

Mayor or Reeve

Board Chair

Councilors and School Trustees

Other dignitaries (e.g., senior bureaucrats, heads of organizations such as the Chamber of Commerce president)

1.2 Greetings

Order will vary based on the type of event, number and kind of speakers, keynote or the ceremony to be performed. The following order is suggested for bringing greetings on behalf of the Board:

1.2.1 Introductory remarks by Master of Ceremonies, including recognizing the Golden Hills Board of Trustees and other dignitaries in attendance.

1.2.2 Blessing or Grace

1.2.3 Greetings from representatives of:

1.2.3.1 Golden Hills Board of Trustees

1.2.3.2 Municipal government

1.2.3.3 Provincial government

1.2.3.4 Federal government

- 1.2.3.5 Keynote speaker or ceremony
- 1.2.3.6 Closing remarks, Master of Ceremonies

Care must be taken to ensure names and positions are correctly announced and/or printed. Phonetically spelled names are to be made available to the Master of Ceremonies.

2. Events Organized by the Golden Hills Board of Trustees or its Schools

It is expected that organizers of events such as graduation/award ceremonies, special assemblies, student performances and/or competitions will extend an invitation to all Board trustees and senior bureaucrats.

2.1 Protocol for the invitation is as follows:

- 2.1.1 Notify the Superintendent's office, two weeks in advance if possible, of the event details. Indicate whether or not there will be an opportunity/desire for greetings or a presentation.
- 2.1.2 Superintendent will notify the Board Chair and trustees of the invitation and request for greetings.
- 2.1.3 Trustees may respond directly to RSVP or request the Superintendent to respond.
- 2.1.4 Event organizers will be provided with the names and titles of attendees and proper protocol for order of introduction.
- 2.1.5 When a member of the Board is unable to attend, the Master of Ceremonies will be asked to express regrets on behalf of the Board or on behalf of an individual trustee who was specifically invited.

2.2 Recognition

Introduce trustees and other officials or dignitaries in the following order:

- 2.2.1 Board Chair
- 2.2.2 Vice Chair
- 2.2.3 Trustees in attendance
- 2.2.4 Greetings/regrets from trustees not in attendance
- 2.2.5 Clergy (if appropriate)
- 2.2.6 Superintendent, deputy and/or associate superintendents and Secretary-Treasurer
- 2.2.7 Principal and associate Principals if the school is hosting
- 2.2.8 Other elected officials
- 2.2.9 Members of the Senate
- 2.2.10 Members of Parliament (Cabinet Ministers first)
- 2.2.11 Members of the Legislative Assembly (Cabinet Ministers first)
- 2.2.12 Mayor/Reeve
- 2.2.13 Municipal Councilors
- 2.2.14 Other Dignitaries

2.3 Greetings

The following order is suggested, but may vary depending on the occasion, if a trustee is asked to bring greetings at a school or Board sponsored event:

- 2.3.1 Introductory remarks by Master of Ceremonies to include recognition of trustees and other dignitaries/ officials of the Board in attendance
- 2.3.2 Blessing or Grace (if appropriate)
- 2.3.3 Remarks from the Board Chair or other Trustee
- 2.3.4 Greetings from representatives of:
 - 2.3.4.1 Federal government
 - 2.3.4.2 Provincial government
 - 2.3.4.3 Municipal government
- 2.3.5 Superintendent
- 2.3.6 Principal
- 2.3.7 Event organizer (School Council, Student Council, for example)
- 2.3.8 Key note speaker or ceremony
- 2.3.9 Closing remarks, Master of Ceremonies

3. *Royal and Other Special Visits*

School boards or schools may occasionally be included in a royal visit including Canada's Governor-General and/or Alberta's Lieutenant-Governor, the Prime Minister or Premier, senior cabinet ministers, ambassadors or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of Alberta takes precedent. The government department that organizes the visit usually forwards information on protocol or this information may be obtained from the Government of Canada. In these circumstances, local event organizers will be advised to ensure local trustees are recognized and included in the event whenever possible.

Reference: Section 60, 61, School Act
Provincial Government Protocol
Federal Government Protocol