



## AP 1 – 17 Event Protocol

<b>Related Policies:</b>	<b>Initial Approval:</b>
<b>Related Procedures:</b>	<b>Last Amended:</b> 2016 September 08
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2019 November 25

### PURPOSE

The Superintendent has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for events organized by the Board or its schools.

At least one Trustee should be present at significant Division or public school events (e.g. graduation ceremonies, awards nights, community open-houses, orientation nights for parents). It is expected that event organizers will extend an invitation to all Trustees and the Superintendent to attend all such events.

The success of a Division or school event depends largely on good planning, as well as having a defined agenda and purpose for the event. If the event is well planned protocols should flow smoothly.

Protocols will vary from one situation to another, depending on who is involved in the particular event. Accordingly, in the planning for an event, the order of introductions and speakers must be given special attention.

### SCOPE

This procedure applies to all staff.

### DEFINITIONS

None

### PROCEDURES

1. Introduce the most senior dignitaries first; for example
  - Members of the Senate representing Alberta
  - MPs (cabinet members first)
  - MLAs (cabinet members first)
  - Board Chair
  - Civic officials (Mayor or Reeve first)
  - Other civic councilors and trustees
  - Senior bureaucrats and heads of other organizations
  - Prominent community members
  - Superintendent or designate
  - Other school officials (Principal or designate)
2. When organizing an event within the schools, the introductions will take place in the following order:
  - Board Chair
  - Vice Chair
  - Trustees in attendance
  - Superintendent, Associate Superintendent, Secretary-Treasurer
  - Principal and Vice Principal
3. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.

4. Seating should be arranged so that the most senior dignitary is closest to the podium at all times.
5. Trustees should be introduced at all times.
6. Provision should be made for Trustees and other important guests to be greeted by staff or students.
7. As audience members, dignitaries should be provided with reserved seating in the front row.
8. Invitations to Trustees should be issued by an individual invitation to the Central Office. The role and expectation should be defined in the invitation.
9. Provisions for parking should be made for dignitaries and Trustees.
10. Trustees should be notified at least two weeks prior to the event.
11. The Office of the Superintendent should be contacted if a speaker is required at the Board or Division level.
12. The Trustee invitation and Central Office notice should indicate who will serve as the Master of Ceremonies.
13. When no Trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
14. For assistance, contact the Office of the Superintendent.

#### Royal and Other Special Visits

While extremely rare, school boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or Alberta's Lieutenant Governor); visits by 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. Information on proper protocol in these special circumstances can be obtained from the Government of Alberta. Central Office must be contacted in these instances.

In these circumstances, it is expected local event organizers will ensure local trustees are properly recognized and included in the event whenever possible.

#### **HISTORY**

Amended: 2016 June 16  
Amended: 2016 Sept 8  
Reviewed: 2017 Nov 27  
Reviewed: 2018 July 03  
Reviewed: 2019 Nov 25