

Administrative Procedures Manual	Administrative Procedure 155
	Protocol for Trustee Recognition at School or Public Events
Page 1 of 5	APPROVED: September 1, 2013 AMENDED/REVIEWED: September 2020, September 2019
LEGAL REFERENCE:	Section 52, 53, 197, 222 Education Act Provincial Government Protocol Federal Government Protocol

Background

Alberta voters have entrusted school boards with a high degree of responsibility. As with other elected officials, trustees are accountable for their actions to the citizens and communities who reside within their jurisdiction. The public expects trustees to be active in their communities and to be in touch with the public’s concerns and issues.

Public events are a convenient way for trustees and the public to interact and communicate. Therefore, it is important trustees be consistently recognized at public events, in the same way that elected federal, provincial or municipal officials are recognized.

Trustees are responsible for large budgets and staffs, to ensure that public education is of a high quality and meets local needs, and perhaps most importantly play a key role in developing tomorrow’s citizens. Recognition of trustees not only raises the profile of public education but also emphasizes its importance to the community-at-large.

Protocol varies from situation to situation, depending on the people involved and the individual event. However, as elected public officials, it is expected trustees will be introduced at events when they are present (and where politicians are to be recognized). Division staff and organizers of community functions are to be made aware of the Division’s protocol expectations.

Attending public events strengthens ties with stakeholders and the community-at-large. Being part of the speaking program also provides trustees with an important opportunity to deliver key information and messages to a broad community audience. Therefore, trustees, with the assistance of Division staff, make every effort to seek invitations to and/or attend significant community, organization or public events. This may include annual meetings, open houses, business luncheons, trade or agricultural shows, fundraising events, holiday celebrations, etc. The Board’s interest in attending such events will be communicated to community, social and business groups and organizations, municipalities, local MLAs and MPs.

Procedures

1. Non-Board/Division Organized Events

1.1 Recognition

Once an invitation is extended and accepted, the following order for introducing guests is suggested, if elected officials are to be recognized at the event:

- 1.1.1 Members of the Senate representing Alberta;
- 1.1.2 Members of Parliament (Cabinet ministers first);
- 1.1.3 Members of the Legislative Assembly of Alberta (Cabinet ministers first);

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- 1.1.4 Mayor or Reeve;
- 1.1.5 Board Chair;
- 1.1.6 Councillors and trustees;
- 1.1.7 Other dignitaries (i.e. senior bureaucrats, heads of other organizations - e.g. Chamber of Commerce President).

1.2 Greetings

The most appropriate order of speakers will vary based on the type of event, number and nature of speakers, the keynote speaker, or the ceremony to be performed, if any. However, the following speaking order is suggested if a trustee is asked to bring greetings to an event:

- 1.2.1 Introductory remarks by Master of Ceremonies, including recognition of trustees and other dignitaries in attendance.
- 1.2.2 Blessing or grace.
- 1.2.3 Greetings from representative of:
 - 1.2.3.1 Board;
 - 1.2.3.2 Municipal government;
 - 1.2.3.3 Provincial government;
 - 1.2.3.4 Federal government.
- 1.2.4 Keynote speaker or ceremony.
- 1.2.5 Closing remarks, Master of Ceremonies.

Care is to be taken to ensure names and positions are correct. Names are to be spelled phonetically if necessary to help with pronunciation.

2. Board/Division/School Organized Events

- 2.1 At least one (1) trustee may be in attendance at significant Division or school events (e.g. graduation ceremonies, awards nights, community open-houses, orientation nights for parents, etc.). It is expected that event organizers will extend an invitation to all trustees to attend all such events.
- 2.2 Protocol for trustee invitations is as follows:
 - 2.2.1 Notification of the Superintendent or Board secretary of event details once they are finalized indicating if there is an opportunity/desire for greetings or

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a presentation to be provided by a trustee. Notification is to occur at least two (2) weeks prior to the event.

- 2.2.2 If a speaker is requested, information on desired presentation topic, other speakers, and time allotted is also to be provided.
- 2.2.3 The Superintendent or Board secretary shall prepare a briefing note on the event outlining:
 - 2.2.3.1 Purpose,
 - 2.2.3.2 Date,
 - 2.2.3.3 Time,
 - 2.2.3.4 Location,
 - 2.2.3.5 Audience, and
 - 2.2.3.6 Other key details.
- 2.2.4 Board Chair and trustees are notified of the request.
- 2.2.5 Speaker (if any) and trustee(s) attendance is confirmed.
- 2.2.6 Event organizers notified and given list of names and titles of attendees and provided phonetic spellings of names if necessary. Proper protocol for order of introduction and speakers given at this time.
- 2.2.7 Details are to be double-checked with organizers. Any changes are to be communicated back to confirmed attendees/speaker.
- 2.2.8 Event organizers shall provide Master of Ceremonies with list and introduction notes regarding speaker, if applicable.
- 2.2.9 When a trustee is unable to attend, the Master of Ceremonies to be instructed to express regrets on behalf of the Board and/or individual trustee(s) who were specifically invited to attend.
- 2.2.10 There may be occasions when the presence of a trustee is uncertain. In these instances, the Master of Ceremonies is to inquire whether there are any trustees present.

2.3 Recognition

At events organized or sponsored by the Board, Division or its schools, it is appropriate to introduce and recognize trustees before introducing and recognizing other elected officials or dignitaries who may be present. The following is the proper order of introduction of trustees and other dignitaries:

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- 2.3.1 Board Chair;
 - 2.3.2 Vice-Chair;
 - 2.3.3 Trustees in attendance;
 - 2.3.4 “Greetings/regrets” from trustees not in attendance;
 - 2.3.5 Clergy (if appropriate);
 - 2.3.6 Superintendent, Deputy Superintendent, Secretary-Treasurer;
 - 2.3.7 Principal, vice-principal(s), if a school is hosting event;
 - 2.3.8 Other elected officials and dignitaries attending:
 - 2.3.8.1 Members of the Senate representing Alberta;
 - 2.3.8.2 Members of Parliament (Cabinet ministers first);
 - 2.3.8.3 Members of the Legislative Assembly of Alberta (Cabinet ministers first);
 - 2.3.8.4 Mayors, Reeves;
 - 2.3.8.5 Other municipal councillors;
 - 2.3.8.6 Other dignitaries.
- This order may be altered as appropriate.
- 2.4 Greetings
- As at community events, the most appropriate order of speakers will vary based on the type of event, number and nature of speakers, the keynote speaker or the ceremony to be performed (if any). However, the following speaking order is suggested if a trustee is asked to bring greetings to an event sponsored by the Board, Division or one of its schools:
- 2.4.1 Introductory remarks by Master of Ceremonies, including recognition of trustees and other dignitaries in attendance;
 - 2.4.2 Blessing or grace (if appropriate);
 - 2.4.3 Remarks from Board Chair, Vice-Chair or trustee representing the Board;
 - 2.4.4 Greetings from representative of:
 - 2.4.4.1 Federal government;
 - 2.4.4.2 Provincial government;
 - 2.4.4.3 Municipal government;

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- 2.4.5 Superintendent, Principal (if appropriate);
- 2.4.6 Event organizer representative. This person may be the Superintendent, Principal, School Council President, Student Council President, etc.;
- 2.4.7 Keynote speaker or ceremony;
- 2.4.8 Closing remarks, Master of Ceremonies.