

Purpose/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 in their jurisdiction. The public expects trustees to be active in their communities. Public events are convenient ways for trustees and the public to interact and communicate. Therefore, it is important that trustees be consistently recognized at public events. Recognition of trustees not only raises the profile of public education but also emphasizes its importance to the entire community.

Protocol varies from situation to situation, however as elected public officials, trustees will be introduced at events when they are present. Staff and organizers of community functions need to be made aware of protocol expectations.

Procedures

1. Extending Invitations of Attendance

- 1.1. At least one trustee is to be in attendance at significant Division or school events (e.g., Graduation ceremonies, award nights, community open houses, etc.)
- 1.2. Invitations extended to the Board or Board Chair are to be forwarded in writing to the Superintendent's Office one month prior to the engagement. If the school/site wishes for a presentation to be made, it must be clearly stated on the invitation, along with the time allotted for the presentation and specific topic or theme (if necessary).
- 1.3. The Principal will notify the Master/Mistress of Ceremonies of trustees attending and those sending greetings/regrets. Principals are also responsible for ensuring the Master/Mistress of Ceremonies understands the order of introduction.
- 1.4. Individual Trustees welcome all invitations to informal school-based events. Invitations to such events should be sent directly to the individual trustee.

2. Introductions - At events organized or sponsored by the Division or its schools, it is appropriate to introduce and recognize trustees before introducing and recognizing other locally elected officials or dignitaries who may be present. The following order is to be followed:

- 2.1. Elected officials and dignitaries (highest to lowest)
 - 2.1.1. Members of the Senate representing Alberta
 - 2.1.2. Members of Parliament (cabinet ministers first)
 - 2.1.3. Members of the Legislative Assembly of Alberta (Cabinet Ministers first)
 - 2.1.4. Board Chair (ward and area they represent)
 - 2.1.5. Vice-Chair (ward and area they represent)
 - 2.1.6. Trustee(s) in attendance (ward and area they represent)
 - 2.1.7. Greetings/regrets from trustees (ward and area they represent) not in attendance (if invited)

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- 2.1.8. Other locally elected officials and dignitaries (highest to lowest)
 - 2.1.8.1. Mayors, Reeve
 - 2.1.8.2. Other Municipal Councillors
 - 2.1.8.3. Other dignitaries
 - 2.1.9. Superintendent/Associate Superintendent
 - 2.1.10. Principal/Assistant Principal (if school is hosting)
3. **Order of Speeches** - The following speaking order is to be followed if a trustee is asked to bring greetings to an event sponsored by the Division or one of its schools:
- 3.1. Introductory remarks by the Master/Mistress of Ceremonies, including recognition of trustees and other dignitaries in attendance.
 - 3.2. Greetings from:
 - 3.2.1. Federal Government
 - 3.2.2. Provincial Government
 - 3.2.3. Board Chair, Vice-Chair, Local Trustee
 - 3.2.4. Municipal/Local Government (Mayor, Reeve)
 - 3.2.5. Superintendent/Associate Superintendent (if appropriate)
 - 3.2.6. Principal/Assistant Principal (if appropriate)
 - 3.2.7. Event Organizer (if applicable)
 - 3.2.8. Keynote Speaker
 - 3.2.9. Closing remarks by Master/Mistress of ceremonies.

Reference:

- Section 33, 52, 53, 197, 222 Education Act
- Provincial Government Protocol
- Federal Government Protocol