

202.3.A Protocol for Trustee Recognition

Approved: June 28, 2001
Amended: January 12, 2010

Alberta School Boards Association

Protocol for Trustee Recognition For events organized by Lethbridge School District No. 51 School Board or its schools

At least one school board trustee should be in attendance at significant jurisdiction or school events (graduation ceremonies, awards nights, community open-houses, orientation nights for parents, etc.). It is expected that event organizers will extend an invitation to all school board trustees once a year.

Protocol for school board invitations is as follows:

- 1 Notify trustee of event details once they are finalized. Indicate if there is an opportunity/desire for greetings or a presentation to be provided by a trustee. Notification should occur at least two weeks prior to the event.
- 2 If requested by the trustee, the Superintendent or board secretary to prepare a briefing note on event outlining purpose, date, time, location, audience, and other key details. If a speaker is requested, information on desired presentation topic, other speakers, and time allotted is also to be provided.
- 3 Board chair and trustees notified with request for RSVP. (Any changes communicated back to confirmed attendees/speaker.)
- 4 **When a member of the school board is unable to attend:** Master of Ceremonies to be instructed to express regrets on behalf of board (or individual trustee(s) who were specifically invited to attend).
- 5 There may be occasions when the presence of a trustee is uncertain. In these instances, the Master of Ceremonies should inquire whether there are any trustees present.

Recognition

At events organized or sponsored by the school board or its schools, it is appropriate to introduce and recognize school 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:

1. Board chair
2. Vice-Chair
3. Trustees in attendance
4. "Greetings/regrets" from trustees not in attendance
5. Clergy (if appropriate)
6. Superintendent, assistant, or deputy superintendents

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7. School principal, vice-principal(s) (if school is hosting event)
8. Other elected officials and dignitaries attending (highest to lowest rank):
 - 8.1 Members of the Senate representing Alberta
 - 8.2 Members of Parliament (Cabinet ministers first)
 - 8.3 Members of the Legislative Assembly of Alberta (Cabinet Ministers first)
 - 8.4 Mayors, reeves
 - 8.5 Other municipal councillors
 - 8.6 Other dignitaries

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 school board trustee is asked to bring greetings to an event sponsored by the board or one of its schools:

1. Introductory remarks by Master of Ceremonies, including recognition of trustees and other dignitaries in attendance.
2. Blessing or grace (if appropriate)
3. Remarks from board chair, vice-chair or trustee representing school board.
4. Greetings from representative of:
 - 4.1 Federal government
 - 4.2 Provincial government
 - 4.3 Municipal government
5. Superintendent, principal (if appropriate)
6. Event organizer representative.* (This person may be the Superintendent, principal, school council president, student council president, etc.)
7. Keynote speaker or ceremony
8. Closing remarks, Master of Ceremonies

*This would be necessary if the school board is hosting the event. For example, if the event is staff long service awards.

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

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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.

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

Exhibit