

Administrative Procedure 155

EVENT PROTOCOL

Background

Proper protocol will be followed for all Division and school events. 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 effective planning, as well as having a defined agenda and purpose for the event. When the event is well planned protocols will 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 will be given special attention.

Procedures

1. Introduce the most senior dignitaries first:
 - 1.1 The Bishop
 - 1.2 Members of the Senate representing Alberta
 - 1.3 MPs (cabinet members first)
 - 1.4 MLAs (cabinet members first)
 - 1.5 Civic Officials (Mayor or Reeve first)
 - 1.6 Board Chair
 - 1.7 Trustees
 - 1.8 Senior bureaucrats and heads of other organizations
 - 1.9 Prominent community members.
2. When organizing an event within the schools of the Division, the introductions will take place in the following order:
 - 2.1 Board Chair
 - 2.2 Vice-Chair
 - 2.3 Trustees in attendance
 - 2.4 Superintendent, Assistant Superintendent, Secretary Treasurer
 - 2.5 Principal, Vice-Principal.
3. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.

4. Seating is to be arranged so that the most senior dignitary is closest to the podium at all times.
5. Trustees are to be introduced at all times.
6. Provision is to be made for trustees and other important guests to be greeted by staff or students.
7. As audience members, dignitaries are to be provided with reserved seating in the front row.
8. Invitations to Trustees are to be issued by an individual invitation to the Division Office. The role and expectation is to be defined in the invitation.
9. Provisions for parking will be made for dignitaries.
10. Trustees are to be notified at least two (2) weeks prior to the event.
11. The Office of the Superintendent will be contacted if a speaker is required from the Board or Division level.
12. The Trustee invitation and Division Office notice is to indicate who will serve as the Master of Ceremonies (MC).
13. When no Trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
14. For assistance, the office of the Superintendent may be contacted.

Reference: Section 52, 53, 197, 222 Education Act
Provincial Government Protocol
Federal Government Protocol