

EVENT PROTOCOL

Background

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.

Procedures

1. Introduce the most senior dignitaries first; for example,
 - 1.1 The Bishop
 - 1.2 Other Clergy
 - 1.3 Members of the Senate representing Alberta
 - 1.4 MPs (cabinet members first)
 - 1.5 MLAs (cabinet members first)
 - 1.6 Civic officials (Mayor or Reeve first)
 - 1.7 Board Chair
 - 1.8 Other civic councilors and trustees
 - 1.9 Elders and Tribal Council members
 - 1.10 Senior bureaucrats and heads of other organizations
 - 1.11 Prominent community members

2. When organizing an event within the schools of GSACRD, 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, Secretary-Treasurer, Assistant Superintendent
 - 2.5 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 Chair of the Board through the Executive Assistant to the Superintendent. The role and expectation should be defined in the invitation. Invitations should be made at least two weeks prior to the event. The Board Chair will appoint the Trustee representative according to the following priority (the Board Chair may consider other factors in designating a Trustee to attend the event):
 - 8.1 Board Chair
 - 8.2 School Trustee Liaison
 - 8.3 Vice-Chair
 - 8.4 Other Trustee Designate
9. Provisions for parking should be made for dignitaries and Trustees.
10. Should no Trustee be available to attend at event when requested, the MC will be advised to express regrets on behalf of the Board.
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. 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. The Division Services Centre, via the Executive Assistant to the Superintendent 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.

Acknowledging First Nations and Métis Territory within School Events

1. The importance of a Land Acknowledgment (acknowledging First Nations and Métis Territory within school events is specified in [Board Policy 19](#)).
2. A Land Acknowledgment should follow an opening prayer.
3. Schools are expected to make an acknowledgment of territory at school assemblies, awards nights, graduation ceremonies, or any other public meeting that is deemed to be of importance.
4. In the event that any of the community events previously described occurs outside of the School Division, the school will make its best effort to seek out the name of the territory specific to the meeting place, and incorporate that territory into the acknowledgment.
5. The generally accepted acknowledgment for meetings will be as follows:
School Name acknowledges that it is gathering on the original lands of the Cree, those of Treaty 6, and on the homeland of the Métis Nation.
6. For early primary grades, the wording of this acknowledgment may be modified to further student understanding of the spirit of the acknowledgment.

Order of Events for All Public Meetings/Presentations

1. Opening Prayer – this is of primary importance as we give thanks to God, and ask for His blessing on our proceedings, participants and others whom we serve.
2. Land Acknowledgement – Acknowledging the territory is a way of honouring and showing respect for groups of people who have been living and working on the land of division meeting places from time immemorial. *(Please see Policy 19 for*

specific details.)

- 2.1. *School Name acknowledges that it is gathering on the original lands of the Cree, those of Treaty 6, and on the homeland of the Métis Nation.*
3. Occupational Health and Safety Announcements – identify evacuation routes, muster point and other relevant safety measures. Also, it may be appropriate to share information regarding bathroom locations, refreshments, etc.
4. Introduce dignitaries, guests, and attendees as per this Admin Procedure (AP 160).
5. Review of the agenda or schedule of proceedings – this gives all attendees the same information and allows for clarity of the event.
6. Proceedings – the event itself occurs.
7. Closing Prayer – at the end of the event we offer thanks to God.