

As elected officials, it is expected that Trustees will be introduced at events when they are present, and are representing the Board of Trustees, and Form 2-12 is submitted.

Events that individual Trustees are encouraged to attend, on behalf of the Board, for school/service areas in their ward include:

- School Council meetings
- Student Citizenship presentations for students in grades 6, 9, and 12
- Grade 12 Graduation ceremonies*
- Employee long-service award presentations
- Remembrance Day ceremonies*
- Christmas concerts*

*Note: Form 2-12 for Grade 12 Graduation ceremonies, Remembrance Day ceremonies, and Christmas concerts are only required to be completed if the Trustee is requested to speak or present. Trustees will attend School Council meetings upon approval of School Council, for the schools represented by their ward (see GP – C Role of the Trustee). Form 2-12 is not required for School Council meetings.

Procedures:

1. Protocol

- 1.1. Requests for Trustee representation at the functions mentioned above shall be submitted to the Division office via Form 2-12 Request for Trustee/Superintendent Representation.
- 1.2. If a Trustee is requested to bring greetings or make a presentation, the event organizer shall provide information on the requested presentation topic, other speakers, and the time allotted for the presentation. The Division office will notify the appropriate Trustees with a request for RSVP.
- 1.3. The Division office will confirm Trustee attendance with the event organizer, and update the Division's Trustee calendar.
- 1.4. The event organizer shall notify the Division office if there are any changes to the request, and the Trustee will be advised.
- 1.5. Seating should be arranged so that the most senior dignitary is closest to the podium.
- 1.6. Provision should be made for Trustees and other dignitaries to be greeted by staff or students.
- 1.7. As audience members, Trustees and dignitaries should be provided with reserved seating in the front row when possible.
- 1.8. Provision for parking should be made for Trustees and other dignitaries, when possible.

2. Recognition

- 2.1. The following order of introduction of Trustees and other dignitaries is recommended:
 - 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. **School Board Chair**

- 2.1.5. Mayor or Reeve
- 2.1.6. Trustees and Councillors
- 2.1.7. Superintendent
- 2.1.8. School Principal, Associate Principal(s) – if school is hosting event
- 2.1.9. Other dignitaries (i.e. senior bureaucrats, heads of other organizations – e.g. Chamber of Commerce president, special guests).

3. Greetings

- 3.1. 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:
 - 3.1.1. Introductory remarks by Master of Ceremonies, including recognition of Trustees and other dignitaries in attendance. *Care should be taken to ensure names and positions are correct. Names should be spelled phonetically if necessary to help with pronunciation.*
 - 3.1.2. Blessing or grace (if deemed appropriate)
 - 3.1.3. Greetings from representative of:
 - a. School Board
 - b. Municipal government
 - c. Provincial government
 - d. Federal government
 - 3.1.4. Superintendent or School Principal (as appropriate)
 - 3.1.5. Event organizer representative (as appropriate)
 - 3.1.6. Keynote speaker or ceremony
 - 3.1.7. Closing remarks, Master of Ceremonies
- 3.2. When an invited member of the school board is unable to attend, the Master of Ceremonies is to be instructed to express regrets on behalf of the Board (or individual trustee(s) who were specifically invited to attend).

4. Royal and Other Special Visits

- 4.1. While extremely rare, a school board or school 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.
 - 4.1.1. 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.
 - 4.1.2. In these circumstances, it is expected that local event organizers will ensure local Trustees are properly recognized and included in the event whenever possible.

Reference

- [Policy 2 Role of the Board](#)
- [Policy 3 Role of the Trustee](#)
- [Policy 7-10 Board Operations: Trustee Compensation, Memberships and Attendance at Conferences](#)
- [Form 2-12 Request for Trustee/Superintendent Representation](#)