

As elected officials, trustees will be introduced at events when they are present, and are representing the Board of Trustees, and Form 2-12 Request for Trustee/Superintendent Representation is submitted. If trustees are present but Form 2-12 has not been submitted, the trustee will let the organizer of the event know that they want to be introduced.

Events that individual trustees are encouraged to attend, on behalf of the Board, for school/service areas in their ward/electoral sub-division include:

- School Council meetings\*\*
- Student Citizenship presentations and annual grade 12 citizenship award presentations
- Grade 12 Graduation ceremonies\*
- Employee long-service award and retirement award presentations
- Remembrance Day ceremonies\*
- Christmas concerts\*

Trustee representation for the Alberta Distance Learning Centre will be the Westlock Town Ward trustee. Trustee representation for Vista Virtual School will be the Barrhead South trustee.

\*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.

\*\*Note: Trustees are encouraged to attend School Council meetings, for the schools in their electoral sub-division (see Policy 03 Role of the Trustee). Form 2-12 is not required for School Council meetings.

## **Procedures for Division Events:**

### **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 closest to the podium should be aligned with the recognition order as listed in item 2 below.
- 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 and Trustees
  - 2.1.5 Mayor and/or Reeve
  - 2.1.6 Municipal 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 the Acknowledgement Statement, and recognition of trustees and other dignitaries in attendance.
  - 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:**

[Education Act](#)  
[Policy 02 Role of the Board](#)

[Policy 03 Role of the Trustee](#)  
[Policy 07-10 Board Operations: Trustee Compensation, Memberships and Attendance at Conferences](#)  
[Form 2-12 Request for Trustee/Superintendent Representation](#)