



Background

Proper protocol is to be followed for events organized by the School. 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. When organizing a public event at which dignitaries are present, introduce the most senior dignitaries first:
 - 1.1 Members of the Senate representing Alberta.
 - 1.2 MPs (cabinet members first).
 - 1.3 MLAs (cabinet members first).
 - 1.4 Chair.
 - 1.5 Directors.
 - 1.6 Mayors and Reeves.
 - 1.7 Councilors.
 - 1.8 School executive administration.
 - 1.9 Heads of other organizations.
 - 1.10 Prominent community members.

2. When organizing an event within Calgary Girls Charter School, the introductions will take place in the following order:
 - 2.1 Chair.
 - 2.2 Vice-Chair.
 - 2.3 Directors in attendance.
 - 2.4 Members of the Honorary Council.
 - 2.5 Superintendent.
 - 2.6 Principal, Assistant 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. Directors are to be introduced at all times.
6. Provision is to be made for Directors 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 Directors are to be issued by an invitation sent to the Superintendent's Office. The role and expectation is to be defined in the invitation.
9. Normally, Directors are to be notified at least two (2) weeks prior to the event.
10. The Superintendent is to be contacted if a speaker from the Board of Directors is requested.
11. The Director's invitation and Superintendent's notice is to indicate who will serve as the Master of Ceremonies (MC).
12. When no Director is available to attend, the MC will be advised to express regrets on behalf of the Charter Board.
13. For assistance, contact the Superintendent.

Reference:

Education Act s. 27, 52, 53, 54, 197, 222
Provincial Government Protocol
Federal Government Protocol