

Community Relations

SUBJECT:	Administrative Procedure for Recognition of Dignitaries
SOURCE:	Secretary-Treasurer's Office
APPROVED BY:	Secretary-Treasurer
DATE:	April 2016

PURPOSE	<p>It is important that public education is continuously connected to our greater community. Therefore, whenever possible, schools should involve publicly elected officials in events attended by the greater public.</p> <p>These officials are putting time and effort into attending events and that effort and commitment should be recognized. Further, it is also important that the attendance of public dignitaries is recognized in a consistent manner. This procedure is intended to set out the process for the invitation and recognition of dignitaries.</p>
Attendance:	<p>For events organized by the Greater Victoria School District or its schools: At least one School Board Trustee should be in attendance at significant District or school events (e.g. graduation ceremonies, awards nights, community open houses, orientation nights for parents, etc.) It is expected that event organizers will extend an invitation to School Trustees to attend such events. Trustees may choose to send a representative on behalf of the Board (e.g. designated school Trustee liaison).</p>
Invitations - District and General Events:	<p>Timeline and Protocol for School Board - District and General Events invitations is as follows:</p> <ol style="list-style-type: none"> a. Principal to notify the Superintendent's executive assistant of event details once they are finalized. Indicate if there is an opportunity/ desire for greetings or a presentation to be provided by a Trustee. Notification should occur at least two weeks prior to the event. If a speaker is requested, information on desired presentation topic, other speakers, and time allotted is also to be provided. b. It is appropriate to directly notify the assigned trustee liaison (s) if the event is associated directly with a family of schools. c. If applicable, the Board Chair and Trustees will be notified by Superintendent's office with a request for RSVP. d. Speaker (if any) and Trustee(s) attendance confirmed to principal. e. Principal shall inform event organizers and provide a list of names and titles of attendees. Review proper protocol for order of introduction and speakers. f. Event organizers provide Master of Ceremonies with list and introduction notes regarding speaker (if applicable). g. When a member of the School Board is unable to attend: Master of Ceremonies to be instructed to express regrets on behalf of Board (or individual Trustee(s) who were specifically invited to attend). h. There may be occasions when the presence of a Trustee is uncertain. In these instances, the Master of Ceremonies should inquire whether there are any Trustees present.

<p>Introductions</p>	<p>At events organized or sponsored by the District or its schools, it is appropriate to introduce and recognize school Trustees before introducing and recognizing other elected officials or dignitaries who may be present. The following is the proper order of introduction of Trustees and other dignitaries:</p> <ul style="list-style-type: none"> a. Board Chair b. Vice Chair c. Trustees in attendance d. "Greetings/regrets" from Trustees not in attendance e. Superintendent and other Senior Administrators f. School Principal, Vice Principal(s) (if school is hosting event) g. Other elected officials and dignitaries attending: <ul style="list-style-type: none"> i. Chief(s) of the Esquimalt and/or Songhees Nations ii. Members of the Senate representing British Columbia iii. Members of Parliament (Cabinet ministers first) iv. Members of the Legislative Assembly of B.C. (Cabinet ministers first) v. Mayors vi. Other Municipal Councillors vii. Other Dignitaries including elders
<p>Greetings:</p>	<p>As at community events, 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 School Trustee is asked to bring greetings to an event sponsored by the Board or one of its schools:</p> <ul style="list-style-type: none"> a. Introductory remarks by Master of Ceremonies, including recognition of Trustees and other dignitaries in attendance b. Recognition of Traditional Territories c. Remarks from Board Chair, Vice Chair or Trustee representing School Board d. Greetings from representatives of: <ul style="list-style-type: none"> i. Esquimalt/Songhees Nations ii. Federal Government iii. Provincial Government iv. Municipal Government e. Superintendent, Principal (if appropriate) f. Event organizer representative. (This person may be the Superintendent, Principal, school council president, student council president, etc.) g. Keynote Speaker or ceremony h. Closing remarks, Master of Ceremonies

<p>Royal and Other Special Visits:</p>	<p>While extremely rare, School Boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/ or British Columbia's Lieutenant-Governor): visits by the Prime Minister or Premier; Cabinet Ministers; Ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of British Columbia takes precedent. Information on proper protocol in these special circumstances can be obtained from the respective Government.</p> <p>In these circumstances, it is expected event organizers will ensure Trustees are properly recognized and included in the event whenever possible.</p> <p>For events not organized by the Greater Victoria School District or its schools, attending public events strengthens ties with stakeholders and the community-at-large. Being part of the speaking program also provides Trustees with an important opportunity to deliver key information and messages to a broad community audience. Therefore, School Board Trustees (with the assistance of staff) will make every effort to seek invitations to and/or attend significant community, organization, or public events. This may include annual meetings, open houses, business luncheons, trade or agricultural shows, fundraising events, holiday celebrations, etc. The School Board's interest in attending such events will be communicated to community, social and business groups and organizations, municipalities, local MLA's and MP's.</p>
<p>Recognition:</p>	<p>Once an invitation is extended and accepted, the following order for introducing guests is suggested (if elected officials are to be recognized at the event):</p> <ol style="list-style-type: none"> 1. Chief(s) of the Esquimalt and/or Songhees Nations 2. Members of the Senate representing British Columbia 3. Members of Parliament (Cabinet Ministers first) 4. Members of the Legislative Assembly of British Columbia (Cabinet Ministers first) 5. Mayor 6. School Board Chair 7. Councilors and Trustees 8. Other dignitaries (i.e. senior bureaucrats, heads of other organizations).
<p>Greetings:</p>	<p>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 School Board Trustee is asked to bring greetings to an event:</p> <ol style="list-style-type: none"> 1. Introductory remarks by Master of Ceremonies, including recognition of Trustees and other dignitaries in attendance 2. Recognition of Traditional Territories 3. Greetings from representative of: <ol style="list-style-type: none"> a. School Board b. Esquimalt/Songhees Nations

	<ul style="list-style-type: none">c. Municipal governmentd. Provincial governmente. Federal government <ol style="list-style-type: none">4. Keynote speaker or ceremony5. Closing remarks, Master of Ceremonies <ul style="list-style-type: none">• <i>Care should be taken to ensure names and positions are correct. Names should be spelled phonetically if necessary to help with pronunciation.</i>
Tips	<p>British Columbia Office of Protocol</p> <p>http://www2.gov.bc.ca/gov/content/governments/organizational-structure/office-of-the-premier/intergovernmental-relations-secretariat/protocol/address-dignitaries</p>