

May 2019

Trustee Invitation Protocol for School Events

When to invite?

- Use your discretion. Typically extend an invitation for more significant events.
- If the event is significant enough to invite the media, trustees should be invited. This will also keep trustees “in the loop” before reading about important events in the newspaper.
- If the event involves any “outside” dignitaries (mayor, MLAs, MPs), the board chair must be invited to attend. Similarly, if outside dignitaries are invited to speak, the board chair (or designate) must also be invited to speak.
- If you are unsure whether to invite trustees, please discuss with your assistant superintendent.
- If the event or circumstance seems to call for a different approach, discuss with the communication services manager or your assistant superintendent.

How to invite?

Generally, school administrators should extend the invitation to the board chair and/or to all trustees via email to the executive assistant in the secretary-treasurer’s department and copy the invitation to:

- Your assistant superintendent
- Communication services manager

On-site protocols

- Ensure clearly marked parking and seating is arranged for trustees.
- Ensure appropriate titles are used (e.g., Surrey Board of Education Chairperson [insert name], Surrey Board of Education Vice-Chairperson [insert name], Surrey Board of Education Trustee [insert name]).

Commencements

- In addition to the other on-site protocols, please ensure your trustee is the first formal speaker on commencement agendas, following the principal’s address.