



Event Protocols

Background

The Superintendent has been given the responsibility to ensure positive internal and external communications are developed and maintained. Proper protocol is to be followed for events organized by KTCEA and its schools.

Guidelines

KTCEA school events will respect the protocols of the KTC Nations and align with the values, vision, mission and priorities established by the KTCEA Board of Directors.

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.

#	Procedure	Roles & Responsibilities
1.	<p>Order of Precedence:</p> <p>1.1 When organizing an event within schools of KTCEA, the introductions will take place in the following order:</p> <ul style="list-style-type: none"> • Elder(s) • Chief • Board Chair • Vice-Chair • Councilors • Board members in attendance • Other elected officials • Superintendent, Deputy Superintendent • Principal, Vice-Principal • Special guests <p>1.2 The Board Chair may be invited to speak on behalf of KTCEA and the Board as the official Spokesperson for public KTCEA events.</p> <p>1.3 The Superintendent may be invited to speak as the lead of KTCEA and school administration.</p>	<p>Staff person who is leading the event and setting the agenda (Principals, Associate Superintendents, staff, etc.).</p>
2.	<p>Other Procedures:</p> <p>A lead for school events should be identified to be responsible for event planning, agenda, coordination and to assign tasks to colleagues (e.g. agenda, invitations, catering, set up, etc.).</p> <p>2.1 The following are all items to consider when planning an event:</p> <p>2.1.1 Events should begin and end with an opening/closing prayer or invocation.</p>	<p>School lead (Students, Staff, Principals, Associate Superintendents, etc.)</p> <p>School Lead</p>

	<p>2.1.2 Elders should be offered honorarium and/or protocol according to individual requirements.</p> <ul style="list-style-type: none"> ○ Elder honorarium is to be paid at the rate set by KTCEA. ○ Protocols may vary according to the individual Elder or community. <p>2.1.3 Principal or staff should arrange for students or staff to greet Board members and other important guests.</p> <p>2.2 Staff leading the event should consider the following steps:</p> <p>2.2.1 Arrange seating so the most senior dignitary is closest to the podium.</p> <p>2.2.2 Where possible, provide dignitaries with reserved seating in front row.</p> <p>2.2.3 Notify or invite Board Members and Superintendent at least one week before the event for their participation and if they will be asked to speak.</p> <p>2.2.4 Confirm Board Members and Superintendent attendance.</p> <p>2.2.5 Establish a planning and working committee for large events.</p> <p>2.2.6 Confirm all event details and tasks are assigned and completed before set up on the event date, including copies of printed materials.</p>	
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Definitions:

Dignitaries – refers to Chief and Council members from KTC Nations, KTCEA Board Members, Elders and other special guests such as elected representatives.

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with Superintendent’s Office/Communications Manager.