

Board Governance and Operations 2100	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	Administrative Applications -1101 – Prayer in the School -11003 – Protocol for Hosting an Event -11004 – RCSD Internal Master Calendar Policy 4 – Role of the Trustee Policy 6 – Role of the Board Chair Policy 7 – Role of the Deputy Chair Policy 12 – Role of the Director
	Status:	Operational

Preamble

You have followed the guidelines provided in *Administrative Application 11003 Protocol for Hosting an Event* and wish to invite the Board of Trustees and/or the Director of Education and/or special guests.

Application

All event invitations to the Board of Trustees and the Director of Education **must be submitted** to the Senior Executive Assistant of the Director/Board of Trustees by completing and submitting the [Inviting Board Trustees, Director of Education and/or Special Guest to an Event Form](#).

- The principal or event organizer will complete and submit the [Inviting Board Trustees, Director of Education and /or Special Guests to an Event Form](#) at least two (2) weeks prior to the event. The form is located on the Office of the Director Portal Home page. In circumstances where an event must be planned in short notice, the Senior Executive Assistant to the Director/Board of Trustees will try to accommodate exceptions accordingly.
- The Senior Executive Assistant to the Director/Board of Trustees will notify the appropriate Board Chair, Trustee(s), Director of Education and special guests.
- The Senior Executive Assistant to the Director/Board of Trustees will confirm attendance prior to the event by email.
- The event organizer is to provide details of the finalized event program and any subsequent changes to the program prior to the event, to the Senior Executive Assistant to the Director/Board of Trustees to share with the invited guests.
- If the Board Chair, Trustee(s) and/or Director of Education is requested to bring greetings or make a presentation, the event organizer shall provide information on the desired presentation topic, other speakers, and the time allotted for the presentation being

respectful of your invited guest's time as they may have commitments prior to, and/or after your event.

Once you have received confirmation of the attendance of your special guests by the Senior Executive Assistant to the Director/Board of Trustees, refer to the guidelines referenced in the *Administrative Application 11003 – Protocol for Hosting an Event*, noting the following items:

- Event Logistics
- Introduction of Invited Guests
- Speeches & Greetings