OHS | RESOURCE CENTRE

CO-CHAIR / ADMIN ASSISTANT

*Recorders
Committee members can also perform this functionality if they are assigned as 'day-of' meeting Recorders.

Start meeting and capture attendance*

Add any new agenda items and capture the proceedings*

Adjourn the meeting. Draft minutes are automatically sent*

'Publish' the previous meeting minutes with committee approval*

Prepare for next regular meeting, roster changes, add agenda items

Make any changes to draft minutes based on feedback*

30 DAYS before meeting

14 DAYS before meeting
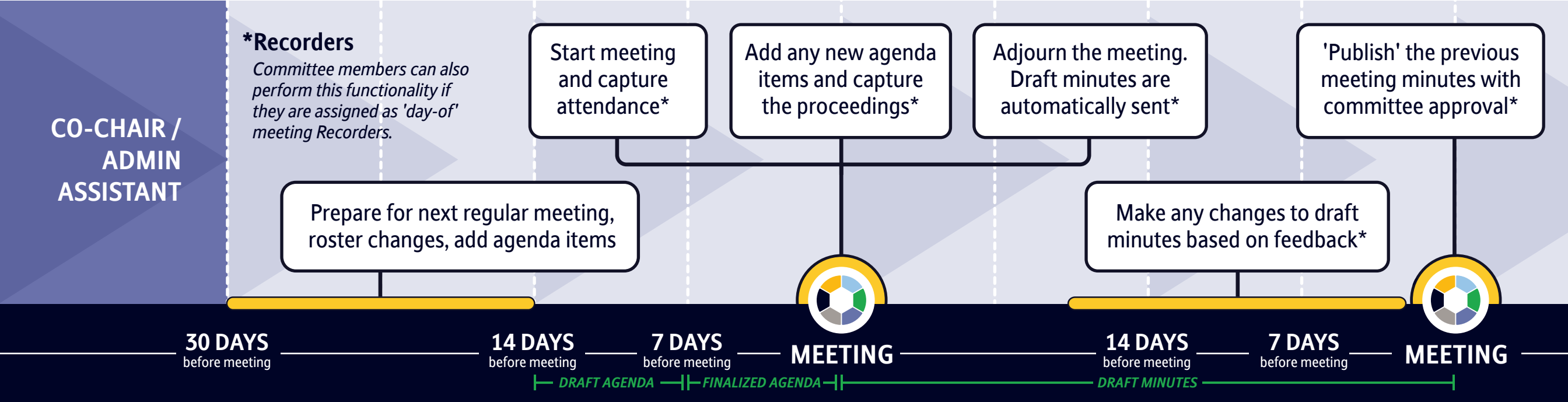
7 DAYS before meeting

MEETING

14 DAYS before meeting

7 DAYS before meeting

MEETING

DRAFT AGENDA — *FINALIZED AGENDA* — *DRAFT MINUTES*

Joint Occupational Health and Safety Committee members' tasks may vary from meeting to meeting.
Some tasks are pre-set by the meeting management tool, and some may be assigned by the Co-Chair.

OHS | RESOURCE CENTRE

Committee Co-Chair / Admin Assistant

→ **Confirm the next meeting date**
Recurring meetings are scheduled as a series and prepopulate a year in advance. If you need to reschedule a specific meeting, do it as soon as possible.

→ **Make committee roster changes**
When possible, update committee membership 15 to 30 days before the meeting. The system automatically sends the draft meeting package to invitees 14 days prior to the meeting.

→ **Add / review new agenda items**
- The advantage of adding agenda items 15 or more days before the meeting is that all participants can view them upon receiving the draft meeting agenda. The draft agenda is automatically distributed 14 days prior to the meeting.
- During the meeting, look at new agenda items received since the final meeting package was sent.

→ **Assign Recorder duties**
If assigning this role to someone other than the Admin Assistant, do so in advance of the meeting so the Recorder has time to become familiar with the role.

Watch a video tutorial

View step by step guide

Recorder

→ **Reschedule a meeting, if needed**
Reschedule at least 7 days before the meeting date.

→ **Start the meeting**

→ **Record attendance**

→ **Add new agenda items**
Add new agenda items received the day of the meeting.

→ **Record the proceedings**
- Take notes in the discussion field (text will automatically be saved as you type it)
- Assign action items
- Update status of agenda items

→ **Adjourn the meeting**
Adjourn the meeting and confirm the Recorder in the pop-up window. Adjourning prompts a draft of the minutes to be sent to all committee members for review. If you forget, the meeting automatically adjourns 24 hours after it began.

→ **Edit, approve, and publish the meeting minutes**
After adjourning the meeting, you can edit the minutes and the attendance until the meeting minutes are published. Publish the minutes after the committee has confirmed edits. If you don't, the minutes display in the dashboard as unpublished.