













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. For example, the Co-Chair might ask a committee member to be the 'day of meeting' Recorder. If given this role, make sure to review the Recorder duties too.

Committee Member

- **Send feedback about the draft agenda**
The draft agenda is attached to the automated meeting invitation sent out 14 days before the meeting. Submit new suggestions 8 to 14 days prior to the meeting to be included in the finalized agenda. You can also propose agenda items at the start of the meeting.  
- **Receive finalized and printable meeting package**
The finalized meeting package is distributed 7 days before the meeting. The package includes an iCalendar meeting invitation, the agenda, and the previous month's meeting minutes. 
- **Confirm your attendance at the meeting**
 - Three (3) days before the meeting, attendance is confirmed via a notification titled 'Assess Quorum for Upcoming Meeting'. Follow the link on the notification to confirm your attendance.
 - If you must miss a meeting, let your Alternate know. This ensures minimum attendance for quorum (formal decision making) can be met.  
- **Make note of your action items**
You will automatically receive reminder notifications about action items (if assigned). These notifications arrive before, on, and after the due date. You can update the status of your Action Item at any time via the link in the notifications.  
- **Review draft of meeting minutes**
A notification with the draft meeting minutes is sent to all committee members when the meeting is adjourned. Provide feedback to the Recorder so the minutes can be updated and published for your workplace.
- **Notifications tip**
You can manage and change notifications settings via 'My Profile'.  

Ex-Officio

- **Preview agenda items**
The meeting package, sent by email 7 to 14 days before the meeting, includes draft agenda and finalized agenda. You can view them in order to be prepared for the meeting.
- **Assist the Committee**
The Ex-Officio can be assigned by one of the Co-Chairs to be the 'day of meeting' Recorder. If assisting in this role, be familiar with the Recorder duties. 
- **Review draft of meeting minutes**
A notification with the draft meeting minutes is sent to all committee members when the meeting is adjourned. Provide feedback to the Recorder (if needed) on agenda items you may have been involved with.

-  Watch a video tutorial
-  View step by step guide