

CO-CHAIR / ADMIN ASSISTANT

*Recorders

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

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

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*

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

COMMITTEE MEMBERS

Receive finalized meeting package

Participate in the meeting


Confirm your attendance


Review draft meeting minutes. Advise of any changes

Send feedback about draft agenda










Update action items

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.















 Watch a video tutorial

 View step by step guide

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.  

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.  

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.