



Tips for Recording Secretaries

The primary role of the Recording Secretary is to capture minutes during committee meetings and draft correspondence from the committee. Final copies of any committee material are to be approved and distributed from the CUPE BC Division office by MoveUP staff.

Capturing Minutes

The purpose of taking minutes is to record decisions. It is not usually necessary to capture detailed notes on any debates leading up to a decision. It is useful to note who will be responsible for carrying out each motion passed and when the task will be carried out.

Minutes will be accepted in typed and/or handwritten format. We encourage all Recording Secretaries, however, to type minutes and email them at their earliest convenience to the Division staff.

If the minutes are **handwritten**, please ensure to scan copies of the minutes and/or take photos of all pages before submitting them to the Division staff. To facilitate the processing of meeting minutes, please also ensure to provide the Division staff with your current contact information.

For additional information on capturing effective meeting minutes, please contact the Division Office to obtain a **CUPE BC Committee Minutes Style Guide** and a quick reference to **Bourinot's Rules of Order**.

Committee Correspondence

When CUPE BC Division receives correspondence for the committee, it is placed in the committee mailbox located at the Division Office. Prior to a committee meeting, the Committee Chair will retrieve and circulate the document at the meeting. If the item is time sensitive in nature, the Division staff will forward it to the Chair for action.

Administrative Assistant Support

Each committee has an assigned an Administrative Assistant for the duration of the term. The Administrative Assistant assigned to your committee will email an electronic minutes template to the Committee Chair and Recording Secretary three days prior to each committee meeting.

One week after the meeting, the Administrative staff will email a proofed, copy edited, and bugged draft of the minutes to the Committee Chair and Recording Secretary for review.

Two weeks after each meeting, a finalized draft of the minutes will be shared with the committee members. If the minutes need to be completed within a shorter timeframe, the Division staff will work with the Committee Chair and the CUPE BC Director of Operations and endeavour to meet your request.

If you have any questions, please contact the CUPE BC Division Office for further assistance by email at info@cupe.bc.ca or by phone at (604)-291-9119.