

Position Description

Recording Secretary

Reporting to the Second Vice President, the Recording Secretary provides administrative support in the accurate and timely reporting of Board meetings and Regular Membership Meetings. Two organizational meetings are held back-to-back for each date and require distinct minutes:

- Union 52 Benevolent Society meeting: The registered charity of our union regulated by the Alberta [Societies Act](#); and
- Civic Service Union 52 meeting: The registered trade union regulated by the [Labour Relations Code](#).

This is an opportunity to be involved in the official documentation of our union work which is of lasting benefit and importance to our membership and the health of our union. Learn the roles and responsibilities of various key positions and working arms of our union, while at the same time documenting the democratic proceedings of our meetings. Please note that at this time, we value the thoughtful skill of human authors and are not able to support the use of artificial intelligence technology to complete meeting minutes in part or in whole.

Duties:

1. Board Meeting Minutes

- Using the approved minute template provided by the Second Vice President, prepare the minutes of two meetings per month (Union 52 Benevolent Society Board Meeting & CSU 52 Board Meeting) in accordance with the respective [Bylaws](#) and [Policies](#), including CSU 52 Bylaw 7.2 - Board Meetings and Policy B-3 - Board of Directors Meetings and Motions.
- Submit the drafted minutes to the Second Vice President within 5 calendar days of the meeting.
- Submit any corrections requested by the Second Vice President within 2 calendar days of receipt.
- Enter all motions into a SharePoint database within 14 calendar days of the meeting.
- Submit suggested items that arise from the minutes to the Second Vice President for the following Regular Membership Meeting agenda.
- Work with the Second Vice President on continuous improvements in meeting minutes and organizational documentation.

2. Regular Membership Meeting Minutes

- Using the approved minute template provided by the Second Vice President, prepare the minutes of two meetings per month (Union 52 Benevolent Society Board Meeting & CSU 52 Board Meeting) in accordance with the respective [Bylaws](#) and [Policies](#), including CSU 52 Bylaw 7.1 - Membership Meetings (Regular and Special), Policy G-8 Regular Membership Meeting Agendas and Policy G-9 Regular Membership Meeting Minutes.
- Submit the drafted minutes to the Second Vice President in writing, within 5 calendar days of the meeting.
- Submit any corrections requested by the Second Vice President within 2 calendar days of receipt.

APPROVED: 2025-Mar (Board of Directors Mtg.)

UPDATED: 2025-Oct-14

- Enter all motions into a SharePoint database within 14 calendar days of the meeting.
- Submit suggested items that arise from the minutes to the Second Vice President for the following Regular Membership Meeting agenda.
- Work with the Second Vice President on continuous improvements in meeting minutes and organizational documentation.

3. General Filing & Record Keeping

- Utilize the Recording Secretary account and CSU 52 SharePoint for all files.
- Maintain organized files according to CSU policy.
- Submit a record of hours worked at the end of each month to the Second Vice President.

Qualifications

- Current Member in Good Standing of CSU 52, as defined by CSU 52 Bylaw 3.4. Other Members may be considered.
- Previous experience in one or more CSU 52 roles would be an asset. Eg. Shop Steward, Committee member, Board member, etc.
- Minimum 2 years experience working in a professional business setting where meeting minutes are commonly used in practice.
- Excellent skills and proficiency working in Microsoft 365 suite of applications, including Outlook, OneDrive, SharePoint, Teams, Word, Excel, Forms, etc. Experience opening and reviewing digital recording files.
- Demonstrated ability to complete succinct, accurate, timely, well-formatted and professional written documentation. Strong working knowledge of English language, spelling, grammar, punctuation, and digital formatting (hyperlinks, etc.).
- Ability to complete all duties outside of regular hours of work for their primary employer.
- Ability to request Union Leave for select Board of Directors meetings where in-person attendance is required. A minimum of 21 calendar days notice will be given to the Recording Secretary in order to make the leave request with their employer.

Time Commitment

Board Meetings:

- Board meetings are held twelve times a year as follows: 1st Tuesday in January; 2nd Tuesday from February to December. Meetings are held in-person at the CSU 52 office, with virtual attendance possible if symptoms of illness are present in any person.
- Attendance is required to support accurate minute-taking and timely follow-up, unless excused by the Second Vice President.
- Digital meeting recordings are available for each meeting, which is the main reference file from which the Recording Secretary is to create meeting minutes. Recordings are approximately 5-7 hours in length at regular speed.
- The approximate time commitment to draft 2 meetings minutes (Union 52 Benevolent Society and Civic Service Union 52) is 5-7 hours.

Regular Membership Meetings:

APPROVED: 2025-Mar (Board of Directors Mtg.)

UPDATED: 2025-Oct-14

- Regular Meetings are held five times a year as follows: 2nd Monday of January; 1st Tuesday of April; 1st Wednesday of June; and the 1st Thursday of October; and December. Meetings are held in-person at the CSU 52 office for the meeting hosts and online/virtual for members.
- Attendance at Regular Meetings is optional but encouraged for the Recording Secretary.
 - If the Recording Secretary is scheduled to work for their primary employer, Union Leave will be granted starting from 5:00pm.
- Digital meeting recordings are available for each meeting, which is the main reference file from which the Recording Secretary is to create meeting minutes. Recordings are approximately 2-4 hours in length at regular speed.
- The approximate time commitment to draft 2 meetings minutes (Union 52 Benevolent Society and Civic Service Union 52) is 2-4 hours.

Compensation

- \$400 upon completion of a Board meeting responsibilities for 12 meetings (combined Benevolent & CSU 52) plus in-person wage replacement if applicable
- \$350 upon completion of Regular Meeting responsibilities for 5 meetings (combined Benevolent & CSU 52)
- An annual T4A will be given for this position.

Term

The appointment is for a term of one year, and has a 90 day initial assessment period. The appointment may be extended to support continuity while the next appointment process is completed. Because this position offers an excellent learning experience for CSU 52 board governance, this position is intended to be posted annually to enable many members to hold the position over time.