



The Role of Recorders

1. The Recorder has the **important role of capturing witness testimony** at the Social Audit Hearings. As such, the role calls for **sound oral and written communications skills**. It is desirable to recruit a number of Recorders so that they may spell each other off at the Hearing. The Recorder is responsible for distribution of any materials authorized by the local Planning Committee for use at the local Hearing.
2. **Training will be provided** for Recorders prior to their taking up the role. The Recorder role is primarily active on the day(s) of the Hearing(s), during any local media events, and he/she may become a member of the delegation that follows up with politicians after the interim report is released.
3. The Recorder **maintains a contact list** of those participants who wish to be notified when the final report is released. The Recorder keeps the participants' list confidential and uses it only for the purpose of follow-up.
4. The Recorder is to **write a report, which summarizes witness testimony**. This report should be completed and submitted to the Convenor no latter than two days after the Hearing.



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Handout for Recorders

What is a Recorder?

A recorder has the important role of capturing witness testimony at the Social Audit Hearings.

1. Recorders should capture important information such as:
 - Date and time of sessions,
 - The number of witnesses and how many spoke,
 - Which group is represented, people in poverty, service providers or politicians.
2. Recorders should not include the following information:
 - Names or identifying details about the people sharing their stories.
3. It is useful to have several recorders for each session so that they can trade off the note taking responsibility. Testimony can be captured using a laptop or be handwritten. When using a computer, it may be helpful to back up notes onto a memory stick or thumb drive.
4. The goal is to capture the emotion and language of the story as well as a few important quotes. It is not necessary to capture the entire story verbatim. Use of abbreviations and short hand may be useful to get the story down, but please expand into full language in the final submission for ISARC, so that the testimony can be read without difficulty.
5. Indicate in some way when exact words of the storytellers have been captured. Use of quotation marks or italics can be helpful. While a verbatim is not expected, it is useful to capture important points from each story in a word for word format. It may be useful to use a different page for each storyteller. However if witness testimony is the result of group participation, please indicate each time a different witness is speaking. It is also helpful to include a reference to the initial question that was used as the invitation to speak.
6. Notes taken by recorders should be submitted no later than two days after the Hearing. Notes should be submitted in electronic format to the designated person for your local planning team, who will pass these on to ISARC.