**NASACRE AGM: Tuesday 16 May 2017**

National Association of Standing Advisory Councils on Religious Education

ELECTIONS

The following elections will take place at the Annual General Meeting

on Tuesday 16 May 2017:

**VICE CHAIR** *(to serve for two years)*

**See detailed role descriptors below**

**EXECUTIVE COMMITTEE: 4 vacancies**

*(to serve for three years)*

**SACREs** **in paid-up membership** are invited to use this form to nominate candidates for the above roles. These are active roles requiring a **commitment of time and energy.** Please noteOfficers and Executive members are primarily in role to support the work of NASACRE and SACREs, **not** to represent a specific SACRE or faith group.

The nomination should include:

1. a brief biographical note (maximum 75 words) including, where applicable, the SACRE group to which the nominee belongs (ie, Group A: Other Denominations and Faiths; Group B: Church of England; Group C: Teachers’ Associations; Group D: the LA) or the role held on behalf of the SACRE
2. a brief statement (maximum 100 words) about the ways in which the nominee will be able to contribute to and support the work of NASACRE.

A statement about **each** candidate’s ability to contribute to and support the work of NASACRE (all roles) must be completed by the SACRE Chair or Vice Chair and all nominations confirmed with a **declaration from the Chair or Vice Chair of the nominating SACRE**.

Please return the nomination form by **Friday 5 May 2017** to: secretary@nasacre.org.uk

**Role Descriptor for position of Vice Chair**

This is a 6-year commitment because the person appointed serves 2 years as Vice Chair, followed by 2 years as Chair and finally, 2 years as Executive Assistant. Therefore, nominations for this role are essentially for the role of Chair 2 years hence.

The role of **VICE CHAIR** carries the responsibility to:

* attend Executive meetings and the Annual General Meeting
* deputise for the Chair when necessary at meetings of the Executive
* contribute appropriate time, support and skills to fulfilling the key roles of the NASACRE Executive Committee
* undertake representative work on behalf of NASACRE as required, to provide advice and updates on the association’s work
* support the Editor of SACRE Briefing and contribute regularly

On becoming **CHAIR** the person appointed will:

* chair Executive meetings and the Annual General Meeting
* prepare, in partnership with the Secretary, agendas for meetings
* represent NASACRE on national organisations such as the REC and at events relating to the work of NASACRE; this may involve the preparation and delivery of presentations
* respond as necessary to correspondence and emails addressed to NASACRE
* speak at meetings to provide advice and updates on NASACRE’s work
* contribute articles for the NASACRE website and *SACRE Briefing*

On becoming **EXECUTIVE ASSISTANT to the CHAIR** the person appointed will support and advise the Chair by:

* attending Executive meetings and the Annual General Meeting
* undertaking representative work on behalf of NASACRE as required
* working with the Chair to contribute items for the NASACRE website and *SACRE Briefing*

**Role Descriptor for position of EXECUTIVE COMMITTEE MEMBER**

The role of **EXECUTIVE COMMITTEE MEMBER** carries the responsibility to:

* attend Executive meetings, at least one per year, and the Annual General Meeting of the association
* contribute appropriate time, support and skills to fulfilling the **key roles** of the NASACRE Executive Committee.
* undertake representative work on behalf of NASACRE as required
* support the Editor of *SACRE Briefing* and contribute regularly

Specifically, we need to fill the following roles as defined in the Constitution:

* 5.2 A Membership Secretary who shall monitor the membership, keep up-to-date records and work with the Treasurer to ensure members have paid their fees on time
* 5.3 A Communications Officer who shall have oversight of the Association’s communications strategy and communications, including the NASACRE briefings sent to member SACREs
* 5.4 A Conference Organiser who shall have oversight of the Annual Conference in partnership with the Secretary and the Treasurer
* 5.5 A Development Officer who shall oversee the production of a development plan and report to the Executive and Council on its progress

Executive members are currently filling all these roles, so new appointees will shadow an ‘experienced hand’ and take over a role gradually.

Officially, the term of office is three years (which can be renewed).

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### NOMINATION FORM

A SACRE may make **up** **to two nominations**. If a SACRE makes two nominations, then this nomination form will need to be saved with two different file names.

**The statement about each candidate’s suitability to lead, contribute to and support the work of NASACRE must be completed by the SACRE Chair or Vice Chair with reference to the relevant role descriptors**.

**All nominations must be confirmed with a declaration from the Chair or Vice Chair of the nominating SACRE (blue sections).**

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| **NAME OF SACRE:**      **NAME OF NOMINEE 1:**       | **ROLE ON NASACRE EXECUTIVE:**  |
| **SACRE GROUP/ ROLE:**  | **IF ROLE, PLEASE STATE:**       |
| **NOMINEE STATEMENT****BIOGRAPHICAL** (*75 words)*      |
| **SACRE CHAIR/VICE CHAIR STATEMENT****SUITABILITY OF NOMINEE FOR PROPOSED ROLE** *(100 words)*      |
| **NAME OF NOMINEE 2:**       | **ROLE ON NASACRE EXECUTIVE:**  |
| **SACRE GROUP/ ROLE:**  | **IF ROLE, PLEASE STATE:**       |
| **NOMINEE STATEMENT****BIOGRAPHICAL** (*75 words)*      |
| **SACRE CHAIR/VICE CHAIR STATEMENT****SUITABILITY OF NOMINEE FOR PROPOSED ROLE** *(100 words)*      |
| **CHAIR/VICE CHAIR DECLARATION:**I (name)      , of       SACRE hereby confirm our nomination(s) for NASACRE Officer(s)/Executive committee member(s).Nominee1:      Nominee 2:       |

Please return the nomination form by **Friday 5 May 2016** to: secretary@nasacre.org.uk