



# NASACRE AGM: Wednesday 23<sup>rd</sup> May 2012

National Association of Standing Advisory Councils on Religious Education

## DELEGATE NOMINATION FORM

Please note: If the intended SACRE delegates include a member of NASACRE's Executive Committee, NASACRE will pay for that member's attendance, except where s/he is the SACRE's **only** delegate, in which case the SACRE/LA will be expected to cover the fee.

.....SACRE wishes to nominate the following person(s) as delegate(s) to the AGM on Wednesday 23<sup>rd</sup> May 2012

*(please print)*

Name.....

Address.....

.....  
.....  
.....

e-mail.....Tel No.....Fax No.....

*(please print)*

Name .....

Address.....

.....  
.....  
.....

e-mail.....Tel No.....Fax No.....

Please indicate any special dietary (or other) requirements

.....

**Please copy as required** and return this form by Wednesday, 25<sup>th</sup> April to:

Yvonne Cameron, c/o Religious Education Council, Voluntary Sector Centres,  
76, Shoe Lane, London, EC4A 3JB;  
Telephone: 020 7842 8515; Email: [admin@nasacre.org.uk](mailto:admin@nasacre.org.uk)



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## ELECTIONS

The following elections will take place at the Annual General Meeting  
on Wednesday 23<sup>rd</sup> May 2012:

**SECRETARY:** (to serve for 2 years)

**TREASURER:** (to serve for 2 years)

NB: Please note role descriptors  
below for officer positions

**EXECUTIVE COMMITTEE: 4 vacancies** (to serve for three years)

**SACREs in paid-up membership** are invited to use the attached forms to nominate candidates. The nomination should be confirmed with a signature from the Chair or Vice Chair and include a brief biographical note (about 50 words) including, where applicable, the SACRE group on which the candidate serves (ie, Group A: Other Denominations and Faiths; Group B: Church of England; Group C: Teachers' Associations; Group D: the LA.) Candidates may also wish to say which faith and/or denomination they come from, but this is optional.

In making such nominations, SACREs are asked to bear in mind that the role of executive member is an **active** one, requiring a commitment of time and energy. Such persons may also be asked to represent the association on occasions. Role descriptors for the officer positions are attached below.

The **CLOSING DATE** for nominations is **Wednesday, 25<sup>th</sup> April 2012**. Nominations will NOT be accepted at the meeting UNLESS fewer than three nominations have been received for committee members.

**Full details of the AGM will be mailed nearer the time.**

Please return nomination forms by **Wednesday, 25<sup>th</sup> April 2012** to:  
Yvonne Cameron, c/o Religious Education Council, Voluntary Sector Centres,  
76, Shoe Lane, London, EC4A 3JB;  
Telephone: 020 7842 8515; Email: [admin@nasacre.org.uk](mailto:admin@nasacre.org.uk)



## Role Descriptor for Position of Secretary

The role of **SECRETARY** carries with it the responsibility to:

- attend all Executive and Officers' meetings, a minimum of three of each per year, and every Annual General Meeting of the association;
- liaise with the Chair and Executive prior to meetings in order jointly to draw up the agenda;
- prepare and collate papers for meetings and circulate to Executive members no later than one week prior to their meeting and, in the case of Annual Meetings, to SACREs at least two months beforehand;
- take minutes of all meetings and prepare a draft for agreeing and signing;
- maintain an official minute book;
- prepare election papers and keep the record of service of Executive members and officers;
- liaise with the administrative assistant on relevant matters;
- deal with correspondence relating to AGM speakers and other matters;
- receive and respond to all email queries and issues coming in to [secretary@nasacre.co.uk](mailto:secretary@nasacre.co.uk);
- produce reports of particular activities undertaken on behalf of the Executive or the association;
- undertake representative work on behalf of NASACRE as required;
- support the Editor of *SACRE News* and contribute regularly;
- respond to any other requests from the Chair or other officers.

Julie Grove  
February 2012



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## NOMINATION FOR SECRETARY

Name of SACRE .....

Name and address of nominee .....

SACRE Committee (or role, eg Adviser, Clerk) .....

Faith or denomination (optional) .....

Biographical details of nominee:

Nomination confirmed.....(Chair/Vice Chair)

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76, Shoe Lane, London, EC4A 3JB;  
Telephone: 020 7842 8515; Email: [admin@nasacre.org.uk](mailto:admin@nasacre.org.uk)



## Role Descriptor for Position of Treasurer

The role of **TREASURER** carries with it the responsibility to:

- maintain oversight of the finances of NASACRE, including the keeping of records and documentary evidence for all transactions;
- ensure that NASACRE's bank arrangements are maintained in good order, including the regular updating of authorised signatories;
- establish and maintain systems for claiming expenses, and for invoicing, paying receipts into the NASACRE bank account, and checking receipts against invoice schedules;
- provide ongoing information and advice to the Chair, other officers and the Executive on all financial matters affecting NASACRE and undertake representative work on behalf of NASACRE as required;
- attend all Executive and Officers' meetings, a minimum of three of each per year, and every Annual General Meeting of the association;
- liaise with the Deputy Treasurer to ensure that s/he is familiar with NASACRE's financial arrangements, systems, and current situation;
- prepare annual accounts, arrange for these to be independently scrutinised, and present them to the Annual General Meeting;
- respond to legitimate questions regarding the accounts and NASACRE's finances in general;
- ensure that all invoices received and all travel and office expenses claims are promptly dealt with;
- take the initiative within the Executive Committee in reviewing and determining the figures for fees and other charges, e.g Annual Subscriptions, AGM attendance fee.
- liaise with the administrative assistant's line manager, to ensure that relevant admin work is fed effectively into the administrative assistant's work schedule;
- deal with any correspondence relating to NASACRE finances;
- receive and respond to all email queries and issues coming in to [treasurer@nasacre.co.uk](mailto:treasurer@nasacre.co.uk);
- support the Editor of *SACRE News* and contribute regularly;
- respond to any other requests from the Chair or other officers.

Michael Metcalf  
February 2012



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## NOMINATION FOR TREASURER

Name of SACRE .....

Name and address of nominee .....

SACRE Committee (or role, eg Adviser, Clerk) .....

Faith or denomination (optional) .....

Biographical details of nominee:

Nomination confirmed.....(Chair/Vice Chair)

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## NOMINATIONS FOR EXECUTIVE COMMITTEE MEMBERS

**Four vacancies** (Please complete the form below for **every** person nominated)

Name of SACRE .....

Name and address of nominee .....

SACRE Committee (or role, eg Adviser, Clerk) .....

Faith or denomination (optional) .....

Biographical details:

Nomination confirmed.....(Chair/Vice Chair)

**Please return this form by Wednesday, 25<sup>th</sup> April to**  
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