

Role of Vice Chair



Introduction

This is a 6 year commitment because the person appointed serves two years as Vice Chair, followed by

2 years as Chair and then a final 2 years as the executive assistant to the Chair.

Nominations for this role are, therefore, essentially for the role of Chair two years hence.

The Vice Chair will

- Attend NASACRE executive and NASACRE officers meetings which usually total no more than 7 meetings per year
- Attend the Annual General Meeting which takes place in May each year
- Attend the NASACRE Chairs' meeting (1-3 a year).
- Support the Chair and deputise when necessary at meetings of the executive
- Represent NASACRE at national meetings, conferences etc as necessary. This may involve making presentations about the work of NASACRE
- Speak at SACRE meetings as appropriate to provide advice and updates on NASACRE work.
- Contribute to NASACRE newsletters and website

On becoming Chair the person appointed will

- Chair officers and executive meetings
- Chair the NASACRE Annual General Meeting
- Chair the NASACRE Chairs' meeting (1-3 a year).
- Prepare, in partnership with the secretary, agendas for meetings
- Represent NASACRE on national organisations such as the Religious Education Council and at events relating to the work of NASACRE. This may involve the preparation and delivery of presentations.
- Respond to correspondence and emails addressed to NASACRE as necessary, supported by the secretary
- Speak at SACRE meetings as appropriate to provide advice and updates on NASACRE work.
- Contribute articles for NASACRE newsletters
- Contribute material to the NASACRE website

On becoming Executive Assistant to the Chair

- Support the Chair as necessary by drafting papers, representing NASACRE at meetings etc
- Attend the NASACRE Chairs' meeting (1-3 a year)
- Speak at SACRE meetings as appropriate to provide advice and updates on NASACRE work.