



## **Role of Chair and Vice Chair**

### The appointment of the Chair

SACREs are bodies appointed by the local authority (LA) and as such the LA has the authority to appoint the Chair of SACRE. Where the LA decides not to exercise this right, SACREs appoint their own Chair (and Vice Chair), by taking nominations and holding a secret ballot if there is more than one candidate.

The term of office for the SACRE Chair and Vice Chair will be one year and elections will take place at the last meeting of each academic year.

### Role of the Chair

- ensure the smooth and efficient running of meetings, consistent with the SACRE constitution
- ensure that SACRE fulfils its statutory duties and responsibilities
- ensure that SACRE membership is efficiently maintained, i.e. that the four main groups of SACRE have appropriate representation, with good attendance and participation
- ensure that an annual report is produced each year and sent to the Secretary of State as required by statute
- to give due consideration to the training requirements of SACRE members, and that new members are appropriately inducted
- liaise with the clerk and lead officer to draft and comment on meeting agendas.
- sign the minutes of the previous meeting as a true and accurate record and ensure the actions arising from the minutes have taken place
- take a leading role in SACRE's on-going process of self-evaluation and development
- where there is an agreed code of conduct it is adhered to by all SACRE members.
- bring any concerns, relating to the timeliness of notice for meetings, publication of agenda and reports, the provision of funding, support or meeting venues, to the attention of the LA's lead officer
- ensure that there is a Vice Chair in post to deputise in the Chair's absence

### Skills and experience of the SACRE Chair

The Chair should:

- have a clear understanding of the nature and constitution of SACRE, and SACRE's responsibilities and statutory functions
- be aware of the role that RE and collective worship play in a broad and balanced curriculum and their contribution to pupils' spiritual, moral, social and cultural development
- have experience of chairing meetings and ensure that matters at meetings are dealt with and all members are given to opportunity to participate and contribute.

### Role of the Vice Chair

The role of the Vice is to deputise in the Chair's absence