



*Cadeirydd /Chairman:*  
Revd Canon Edward J Evans

*Ysgrifennydd/Secretary:*  
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Dear Clerk to SACRE,

Following discussions at the recent Wales Association of SACRE's meeting in November, I have been asked to write to SACREs regarding the possible recruitment of a Minutes Clerk for the Association.

The position of Minutes Clerk has been created to support the work of the Secretary to WASACRE at these meetings. It is essential for the candidate to have knowledge of education and in particular some knowledge of religious education and SACRE. Previous experience of minute taking is not essential; however, the candidate must have a good level of literacy skills and access to email. The requirements of the position would be to attend all main meetings and all Executive meetings each year, amounting to 6 in total, and for them to record the minutes and circulate them accordingly. Main meetings are held in various venues across the whole of Wales and Executive meetings are usually held in Cardiff and Llandrindod Wells. This position is funded by a modest honorarium of £1500.00 (+ expenses) which is paid to the candidate by cheque in one lump sum each year.

WASACARE is looking for a person who is willing to give up their time to attend the meetings and produce the minutes working alongside and liaising with the Secretary as necessary. Members of the Executive would be most grateful if you could share this information with your SACRE, local authority, and wider contacts and ask them to consider this request. If you can offer a name for the position of Minutes Clerk to the Association, please contact the Secretary of WASACRE via the email at the top of this letter with the candidate's details.

Thank you for your support, I look forward to hearing from you in due course.

With best wishes,

Paula Webber  
**Secretary to WASACRE**