

Prototype Job Description: *SILC Chair*

ESSENTIAL DUTIES

1. Chair all meetings of the statewide independent living council (SILC) and/or SILC executive committee.
2. Represent the SILC in supervising SILC staff; attend meetings and activities with individuals, other entities and groups; and speak publicly on the SILC's behalf.
3. Lead planning efforts of the SILC.
4. Sign the state's plan for independent living on behalf of the entire SILC.
5. Oversee and coordinate the work of any and all SILC-designated committees or work teams.
6. Facilitate development of new independent living leaders within the state.

AUTHORITY

The chair of the SILC has the authority to act or to execute any activity on behalf of the entire SILC body if such authority is granted to him or her by state laws, the SILC's bylaws, or by specific resolution of the SILC.

VALUES DESIRED

1. Commitment to the issue of Aconsumer control,@ meaning that people with disabilities should have control over their lives and decision-making.
2. Belief in principles of equal access and equal opportunity.
3. Commitment to full integration of people with disabilities into all aspects of society.
4. Possession of honesty, integrity, and respect for the values of others.
5. Possession of strong personal code of ethics, including maintaining confidentiality, avoiding conflict of interest, and avoiding self-dealing.

QUALIFICATIONS

1. Ability to lead.
2. Experience with independent living.

TIME PER MONTH (excluding travel time)

- 8 hours--SILC meetings
- 4 hours--SILC telephone calls
- 4 hours--miscellaneous SILC business
- 4 hours--reading and preparation for SILC meetings

20 hours TOTAL

Prototype Job Description: SILC Vice-Chair

ESSENTIAL DUTIES

1. Chair all meetings of the statewide independent living council (SILC) or SILC executive committee in the absence of the chairperson.
2. Represent the SILC at the direction of the SILC in the absence of the chairperson.
3. Assist chairperson in leading planning efforts of the SILC.
4. Oversee and coordinate the work of any and all SILC-designated committees or work teams delegated by the SILC chairperson.
5. Facilitate development of new independent living leaders within the state.

AUTHORITY

The vice-chair of the SILC has the authority to act or to execute any activity on behalf of the entire SILC body if such authority is granted to him or her by state laws, the SILC's bylaws, or by specific resolution of the SILC.

VALUES DESIRED

1. Commitment to the issue of Aconsumer control,@ meaning that people with disabilities should have control over their lives and decision-making.
2. Belief in principles of equal access and equal opportunity.
3. Commitment to full integration of people with disabilities into all aspects of society.
4. Possession of honesty, integrity, and respect for the values of others.
5. Possession of strong personal code of ethics, including maintaining confidentiality, avoiding conflict of interest, and avoiding self-dealing.

QUALIFICATIONS

1. Ability to lead.
2. Experience with independent living.

TIME PER MONTH (excluding travel time)

- 8 hours--SILC meetings
- 2 hours--SILC telephone calls
- 2 hours--miscellaneous SILC business
- 2 hours--reading and preparation for SILC meetings

14 hours TOTAL

Prototype Job Description: *SILC Secretary*

ESSENTIAL DUTIES

1. Oversee recording of minutes of meetings of the statewide independent living council (SILC) and SILC executive committee.
2. Represent the SILC at the direction of the SILC body as designated by the chair.
3. Assist the chair with planning efforts of the SILC.
4. Facilitate development of new independent living leaders within the state.

AUTHORITY

The secretary has authority to sign or attest to any document prepared for and approved by the entire SILC body.

VALUES DESIRED

1. Commitment to the issue of consumer control, meaning that people with disabilities should have control over their lives and decision-making.
2. Belief in principles of equal access and equal opportunity.
3. Commitment to full integration of people with disabilities into all aspects of society.
4. Possession of honesty, integrity, and respect for the values of others.
5. Possession of strong personal code of ethics, including maintaining confidentiality, avoiding conflict of interest, and avoiding self-dealing.

QUALIFICATIONS

1. Ability to take meeting minutes.
2. Experience with independent living.

TIME PER MONTH (excluding travel time)

- 8 hours--SILC meetings
- 2 hours--SILC telephone calls
- 2 hours--reading and preparation for SILC meetings
- 4 hours--preparation, editing, and distribution of meeting minutes

12 hours TOTAL

Prototype Job Description: SILC Treasurer

ESSENTIAL DUTIES

1. Chair of Finance Committee
2. Oversee fiscal management and reporting of funds distributed to and by the statewide independent living council (SILC).
3. Report current fiscal status of SILC at regularly scheduled or special meetings of the SILC.
4. Work with designated state unit staff on budget development for the state plan for independent living.
5. Develop budget for SILC resource plan.
6. Facilitate development of new independent living leaders within the state.

AUTHORITY

The treasurer has authority to develop a budget for the SILC in conjunction with any SILC staff. Such budget must be approved by the entire SILC.

VALUES DESIRED

1. Commitment to the issue of "consumer control," meaning that people with disabilities should have control over their lives and decision-making.
2. Belief in principles of equal access and equal opportunity.
3. Commitment to full integration of people with disabilities into all aspects of society.
4. Possession of honesty, integrity, and respect for the values of others.
5. Possession of strong personal code of ethics, including maintaining confidentiality, avoiding conflict of interest, and avoiding self-dealing.

QUALIFICATIONS

1. Knowledge of budgets and finance.
2. Experience with independent living.

TIME PER MONTH (excluding travel time)

- 8 hours--SILC meetings
- 4 hours--SILC telephone calls
- 3 hours--reading and preparation for SILC meetings
- 8 hours--preparation of treasurer's report

16 hours TOTAL

Prototype Job Description: SILC Member

ESSENTIAL DUTIES

1. Participate actively in statewide independent living council (SILC) meetings and activities.
2. Work actively on at least one committee or work team of the SILC.
3. Facilitate development of new independent living leaders within the state.
4. Assist in the development of a state plan by assessing unmet needs within the state.

VALUES DESIRED

1. Commitment to the issue of "consumer control," meaning that people with disabilities should have control over their lives and decision-making.
2. Belief in principles of equal access and equal opportunity.
3. Commitment to full integration of people with disabilities into all aspects of society.
4. Possession of honesty, integrity, and respect for the values of others.
5. Possession of strong personal code of ethics, including maintaining confidentiality, avoiding conflict of interest, and avoiding self-dealing.

QUALIFICATIONS

1. Knowledge of team work.
2. Experience with independent living.

TIME PER MONTH (excluding travel time)

- 8 hours--SILC meetings
- 2 hours--SILC telephone calls
- 2 hours--reading and preparation for SILC meetings

10 hours TOTAL

8/03

Requests for technical assistance on this and other independent living subjects may be directed to the IL NETWORK Project, c/o ILRU at (713) 520-0232 (voice), 520-5136 (TTY), 520-5785 (FAX), or NCIL at (703) 525-3406 (voice), 525-3407 (TTY), 525-3409 (FAX).