

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 principles of Independent Living.
2. Commitment to full integration of people with disabilities into all aspects of society.
3. Honesty, integrity, and respect for the values of others.
4. Strong personal code of ethics, including maintaining confidentiality and avoiding conflicts of interest.

QUALIFICATIONS

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

TIME PER MONTH (excluding travel time)

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

12 hours TOTAL

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