

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, task forces, 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 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 lead.
2. Experience with independent living.

TIME PER MONTH (excluding travel time)

4 hours—SILC meetings
2 hours—SILC telephone calls
2 hours—miscellaneous SILC business
2 hours—reading and preparation for SILC meetings

12 hours TOTAL