

Job Description:
NC SILC Secretary

*If you intend to nominate someone other than yourself, please confirm their interest in serving before nominating them.

ESSENTIAL DUTIES

1. Oversee recording of the minutes of meetings of the NC Statewide Independent Living Council (NC SILC) and NC SILC Executive Committee.
2. Represent the NC SILC at the direction of the NC SILC body as designated by the chair.
3. Assist the chair with planning efforts of the NC SILC.
4. Facilitate development of new independent living leaders within the state.

AUTHORITY

1. The secretary has authority to sign or attest to any document prepared for and approved by the entire NCSILC 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—NC SILC meetings

2 hours—NC SILC telephone calls

2 hours—reading and preparation for NC SILC meetings

2 hours—preparation, editing, and distribution of NC SILC meeting minutes

12 hours TOTAL