

The next step in the process will be scheduled telephone interviews with selected candidates. However, before confirming “next steps,” the Recruitment Committee wanted me to share additional information about the appointment process and expectations of council members.

**After reviewing the information below about the appointment process and council member expectations, send me an email at [bradw@nysilc.org](mailto:bradw@nysilc.org) to re-confirm your interest in becoming a council member. I will schedule telephone interviews with candidates for dates and times in August.**

Feel free to email me or call (518) 427-1060 X5 if you have questions about the information or concerns about the expectations.

Brad Williams  
NYSILC

### NYSILC Background Information

NYSILC is an independent, non-profit, state council that is required by federal law. Our primary responsibility is to work with state partners to develop, monitor and evaluate New York’s three-year Statewide Plan for Independent Living (SPIL). NYSILC promotes independent living philosophy through the network of Centers for Independent Living (CILs). The council conducts surveys, issue reports, increases education and awareness, and supports advocacy and systems reform around disability issues.

### Recruitment & Appointment Process

NYSILC's has a 25-member council. Each member is appointed by the NYS Regents (the NYS Education Department is the only State agency not directed by the Governor). NYSILC fills open vacancies with candidates to three-year terms starting in January 2016. The Recruitment Committee accepts completed applications (June) and identifies candidates to move on to a telephone interview round (July-August). Decisions are then made to recommend candidates to fill each open position (August-September). The recommendations are approved by the NYSILC Executive Committee (August-September). The council reviews the approved recommendations with ACCES-VR (September). A Regents item is then prepared utilizing the candidate’s application materials for a meeting in the late fall. The appointments are made by the end of the year effective January 1st.

### Primary Council Member Expectations

- Council members are asked to attend four council meetings a year. Due to other business and family commitments, it is understood that members may not be able to make one meeting. However, **the expectation is to make at least 3 out of the 4 meetings during the year** to ensure quorum and the business of the council.
  - Full council meetings are held at the Troy Hilton Garden Inn. Hotel and food expenses are handled directly. Other travel expenses are reimbursed. The meetings typically occur in March, May, September, and November.
  - In terms of time commitment, it is a full day plus travel back and forth. Total council meeting time commitment: 24-32 hours a year plus travel.
  - If a member starts to have attendance issues, attending only 1 or 2 meetings in a year, then it will be discussed and could end up with a decision being made to remove the member per the By-Laws, Section 4.7 for attendance purposes.
- New council members are expected to attend a new member orientation which will occur the afternoon before their first full council meeting.
  - Other council member responsibilities and council materials and protocols will be reviewed at the orientation (Sections of Title VII of the Rehabilitation Act, Open Meetings Law, NYS

Attorney General's Opinion on NYSILC quorum and voting, By-Laws, organizational and committee charts and materials, board member responsibilities, conflict of interest, travel reimbursement, budget and fiscal process, history/impact of NYSILC, and overview of State Plan).

- Council members are asked to participate in at least one committee to start.
  - Committees meet via conference call. Depending on the committee, they can meet monthly, quarterly, or as needed to address business. They will often send work documents online to review and mark up drafts using track changes in MS Word.
  - Committees can be focused on the function of the council (finance, recruitment, development) or its primary purpose (State Plan, statewide needs assessment, statewide consumer satisfaction), or based on issues (public policy, outreach, emergency preparedness, youth leadership).
  - In terms of time commitment, it can vary for committee work. Total committee time commitment: 4-12 hours a year (this depends on the committee and will increase if you are on more than one committee).
    - See attached, NYSILC 2015 Committee Materials for reference.

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### **Next Step: NYSILC Recruitment Committee Telephone Interview**

The NYSILC Recruitment Committee reviewed your materials at its last meeting and were impressed with your accomplishments and work. As the next step, we would like to schedule a telephone conference call interview with you and the Recruitment Committee (approximately 15-20 minutes).

Please choose between the available dates and time slots identified below. Please select what date/time is best for you (first choice), along with flexibility for the other date/times. When I have heard back from each candidate, I will then pull together the schedule and send a confirmation email to you that will identify your interview date/time, call in instructions, and a brief interview agenda.

I look forward to the upcoming telephone interview. Email me or call me if you have any questions about the process ([bradw@nysilc.org](mailto:bradw@nysilc.org) or 518 427-1060).

Brad Williams  
NYSILC

#### NYSILC Recruitment Committee Telephone Interview Dates

Friday, July 11<sup>th</sup>: 1:00 pm \_\_\_\_\_ 1:30 pm \_\_\_\_\_ 2:00 pm \_\_\_\_\_ 2:30 pm \_\_\_\_\_

Friday, July 25<sup>th</sup>: 1:00 pm \_\_\_\_\_ 1:30 pm \_\_\_\_\_ 2:00 pm \_\_\_\_\_ 2:30 pm \_\_\_\_\_

**Please email me back as soon as possible with your best choice and alternative choices.**

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Your NYSILC council member telephone interview date/time has been scheduled for **Thursday, August 13, 2015 for 9:30 am.**

The call will take approximately 15-20 minutes. I will be in touch by the first week of August with an email that provides specific information that re-confirms your call in date and time, along with call in instructions, and a general outline for the telephone interview/discussion.

Brad Williams  
NYSILC

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**Committee email:**

**Subject:** NYSILC Recruitment Committee: Conference Call/New Council Member Interviews (8/10/15 from 12:50 pm to 4 pm) AND (8/13/15 from 9:50 am to noon)

This email is to confirm that the NYSILC Recruitment Committee has two conference call sessions next week to talk to potential council candidates scheduled for: Monday, August 10, 2015 at 12:50 pm and Thursday, August 13, 2015 at 9:50 am.

Call [number], code: [number] to participate. Remember to call 10 minutes before our first interview each session so we can get organized.

The general interview outline is provided below. Each interview will last around 15-20 minutes. Each member has confirmed their expectations. The interview outline/schedule is provided immediately below. A single document has everyone's materials attached in the order of their interview.

If you have any questions in advance, feel free to email me or call me at the NYSILC office (518) 427-1060.

Brad Williams  
NYSILC

Monday, August 10, 2015:

1:00-1:20 pm - Name  
1:30-1:50 pm - Name  
2:00-2:20 pm - Name  
2:30-2:50 pm - Name  
3:00-3:20 pm - Name  
3:30-3:50 pm - Name

Thursday, August 13, 2015:

10:00-10:20 am - Name  
10:30-10:50 am - Name  
11:00-11:20 am - Name  
11:30-11:50 am - Name

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**NYSILC Telephone Interview/Discussion Outline**

The New York State Independent Living Council (NYSILC) is an independent, non-for-profit, Federally-mandated State council with the primary responsibility to jointly develop, monitor, and evaluate the three-year Statewide Plan for Independent Living (SPIL). Check out the NYSILC website at [www.nysilc.org](http://www.nysilc.org) for additional information about the council.

- Introductions.
- Briefly explain your interest in serving on NYSILC.
- What experience or skills do you have that lends to work on committees?

- What do you uniquely have to offer the council? What connections, networks, abilities, etc.
  - Expectations:
    - Attend meetings (quorum important).
    - Participate on committees.
    - Recommend potential candidates.
    - Travel to meetings/travel reimbursement.
    - Orientation/participate in trainings.
  - Questions/additional comments.
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**Email to candidate:**

### **NYSILC Recruitment Committee Conference Call Interviews**

This email is to confirm that your upcoming conference call interview/discussion date and time is scheduled for: **Monday, August 10, 2015 at [enter time]**. Your interview will last around 15-20 minutes. Thank you for confirming the council expectations in advance. The interview outline/schedule is provided immediately below.

If you have any questions in advance, feel free to email me or call me at the NYSILC office (518) 427-1060.

Brad Williams  
NYSILC

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