

NEW YORK STATE INDEPENDENT LIVING COUNCIL, INC. (NYSILC)

JOB DESCRIPTION FOR COUNCIL MEMBERS

General Responsibility: Members of the New York State Independent Living Council, Inc. (NYSILC) under authority of the Rehabilitation Act of 1973 as amended, have the responsibility to develop, monitor, and evaluate the New York State Plan on Independent Living (SPIL); and serve as a member of a 501(c) (3) nonprofit organization, as a Board member, responsible for making sure the organization is effective and financially sound. Specific responsibilities include:

1. Be knowledgeable about Independent Living services and Centers for Independent Living in New York State.
2. Jointly develop, approve, and sign (in conjunction with the designated State unit) the State Plan.
3. Actively develop, monitor, and evaluate the implementation of the State Plan.
4. Assure that the NYSILC office has appropriate resources to conduct business as outlined in Title VII of the Rehabilitation Act of 1973 as amended, in order to carry out its obligations under the State Plan.
5. Adopt an annual budget and monitor that budget on a regular basis.
6. Insure that NYSILC has adequate insurance and an annual audit.
7. Be responsible for the smooth and professional management of the NYSILC by having the responsibility of hiring, evaluating, supporting and terminating the Executive Director.
8. Insure that all meetings are conducted under New York State Open Meetings Law.
9. When attending NYSILC meetings, represent the interests of the NYSILC and not their individual organizations.
10. Responsible for creating and upholding NYSILC's Vision and Mission.
11. Make decisions about program directions and take part in long-range planning.
12. Must be willing to come to Board and committee meetings and actively participate.
13. Be involved in assisting NYSILC in fund development activity other than resources of Title VII of the Rehabilitation Act of 1973 as amended.

* Nothing in this job description will go counter or supersede the by-laws of the organization.

New York State Independent Living Council, Inc. (NYSILC)

COUNCIL MEMBER STATEMENT OF AGREEMENT

As an appointed member of the New York State Independent Living Council, Inc. (NYSILC) I understand that my duties and responsibilities include the following:

1. I am responsible for the overall fitness of this organization. As a member of the council, I have pledged myself to help realize the mission and vision which is:

The Mission of NYSILC is to advance Independent Living philosophy through the network of CIL's and statewide partnerships by engaging in or supporting research, education, employment, community organization, advocacy, and systems reform.

The vision of NYSILC is to achieve a world where people with disabilities experience equal rights and opportunities in all aspects of society.

2. I am legally responsible, along with the other council members, for this organization. I should know and be aware of all policies and programs, and to oversee the implementation of policies and programs. I know that if I fail in my tasks, and if the organization becomes the subject of a suit from a private person, or from the Federal or state government, I may be held personally liable. Therefore, it is important to maintain a viable Directors and Officers liability policy.
3. I am fiscally responsible, with the other council members, for this organization. It is my duty to know what our budget is, to be active in planning that budget, and to ensure that a sound fiscal audit is conducted every year. When appropriate, it is also important to help identify sources of revenue and fund development.
4. I will represent the organization and act as an ambassador to NYSILC as best as I can and will look for opportunities to promote the organization at my place of business and to other disability stakeholders, coalitions, and appropriate parties.
5. I will attend 75% of all council meetings every year, and I will actively participate in at least one committee and be available for phone consultation. I understand that commitment to this council will involve a good deal of time, and will probably average 6- 10 hours per month.
6. I understand that every council member is making a statement in “good faith.” We trust each other to carry out the above agreements to the best of our ability, each in our own way, with knowledge, approval and support of all. I know that if I fail to act in good faith, I must resign, or someone from the council may ask me to resign.

In its turn, New York State Independent Living Council is responsible to me in a number of ways:

1. I will be sent quarterly financial reports in the full council meeting packets that allow me to meet the prudent person section of the law.
2. I can call on the executive director and the Chair of the council to discuss program and policy, goals and objectives.

3. Council members and the executive director will respond in a straightforward and thorough manner to any questions I have that I feel are necessary to carry out my fiscal, legal or moral responsibilities to this organization.
4. The council members will be provided with clear, timely communication regarding dates, times and locations of all NYSILC meetings and any changes of schedule or venue of all meetings.

Please note: This agreement is not legally binding. It is, however, an expression of good faith.

I, _____, as a council member of NYSILC I am committed to making NYSILC the best state council it can be.

Date: _____