

## **Prototype Job Description: SILC Treasurer**

### **ESSENTIAL DUTIES**

1. Chair Finance Committee.
2. Oversee fiscal management and reporting of funds distributed to and by the statewide independent living council (SILC).
3. Work cooperatively with the Designated State Unit.
4. Report current fiscal status of SILC at regularly scheduled or special meetings of the SILC.
5. Work with designated state unit staff on budget development for the state plan for independent living.
6. Schedule and oversee audit of SILC finances.
7. Develop budget for SILC resource plan.
8. Facilitate development of new independent living leaders within the state.

### **AUTHORITY**

The treasurer has authority to develop a budget for the SILC in conjunction with any SILC staff. Such budget must be approved by the entire 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. Knowledge of budgets and finance.
2. Experience with independent living.

### **TIME PER MONTH (excluding travel time)**

- 4 hours—SILC meetings
- 4 hours—SILC telephone calls
- 2 hours—reading and preparation for SILC meetings
- 4 hours—preparation of treasurer's report

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14 hours TOTAL

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