

# Burrillville Extended Care Board of Directors

## Purpose of the BEC Board

The purpose of the BEC Board of Directors is to assist the BEC director in establishing programs, policies and procedures concerning the operation of the extended care division, there is hereby established an Burrillville Extended Care Board of Directors (Board).

The board shall consist of five (5) members, all of whom shall be residents of the Town of Burrillville. The town council may appoint an alternate member for a term of one (1) year.

Members of the board shall be appointed by the town council for three (3) year terms.

Any member of the board who fails to attend three (3) consecutive meetings without being excused by a vote of the board shall forfeit his/her office.

The town council shall appoint a member of the council and a member of the school

## Duties of the BEC Board

The Board shall, in conjunction with the BEC Director establish bylaws, rules and procedures governing the extended care division. These bylaws, rules and procedures shall address the following:

The scope of services to be provided for enrollees in the program.

Policies, rules, regulations and guidelines for operating the programs and for the personnel associated with the programs, in accordance with the Town's general ordinances and policies.

The process to establish an annual budget for each fiscal year that includes projected revenue(s), incomes and expenses. The revenue raised must be equal to the projected expenses. The revenue raised must be equal to the projected expenses of the program. The program must be self sustaining.

All rules and procedures shall be published and a copy furnished to the Town Clerk.

## Where and When the Board Meets

The Board will meet on the second Tuesday of every other month. The months being Jan./ Mar./ May/ July/ Sept./ Nov.

The Boards meets in the Steere Farm Library at 6:30 pm.