

## **Ambulance Enterprise Fund Committee Guidelines**

### **A. AUTHORITY**

1. The Ambulance Enterprise Fund Committee shall have the following powers and duties as delegated by the Board of Selectmen:
  - a. The Ambulance Enterprise Fund Committee shall help coordinate and propose the annual Ambulance Enterprise Fund Budget.
  - b. The Ambulance Enterprise Fund Committee shall advise the Board of Selectmen on issues relative to the Ambulance Enterprise Fund in the Town of Lanesborough.
  - c. Additional ad hoc powers and duties may be requested by the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

### **B. MEMBERSHIP**

1. The Ambulance Enterprise Fund Committee shall consist of three (3) members appointed for staggered three (3) year terms. All members are required to complete mandatory State Ethics and Open Meeting Law training and provide completion certificates to the Town Clerk as required by State Law.
2. The Ambulance Enterprise Fund Committee shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all Ambulance Enterprise Fund Committee meetings. The Chairperson shall have the responsibility of posting notices of meetings, if required by law. In the absence of the Chairperson, the Ambulance Enterprise Fund Committee shall appoint an acting Chairperson.
4. Secretary: The Secretary shall keep the Ambulance Enterprise Fund Committee's records. The Secretary shall also process all correspondence required by the Ambulance Enterprise Fund Committee. The Secretary will also maintain any necessary files and records of the Ambulance Enterprise Fund Committee.
5. When a member voluntarily vacates his/her position in the Ambulance Enterprise Fund Committee a new member may be recommended by the remaining members of the Ambulance Enterprise Fund Committee and brought before the Board of Selectmen.

### **C. MEETINGS**

1. The Ambulance Enterprise Fund Committee shall meet as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The EMS Coordinator and the Ambulance Committee Clerk shall be required to attend Ambulance Enterprise Fund Committee meetings.
3. The presence of two (2) members shall constitute a quorum. Endorsement of a motion requires a vote of at least two (2) members.