

Compliance Committee

Purpose, Role, Skills, Tasks

Purpose: To oversee an ongoing process for identifying and maintaining a catalogue of all current state and federal rules and regulations governing the daily operations of ECLC.

Role:

1. To provide immediate access to a consolidated file of prior and current state and federal regulations affecting ECLC daily operations.

Tasks:

1. Identify state and federal agencies having over site responsibilities for ECLC operations.
2. Develop and maintain an accessible filing system to maintain prior and current regulations/requirements from state and federal agencies.
3. Collaborate with Communications Committee to provide on-going information exchange relative to state and federal regulations/requirements with ECLC board, administration, and committees.
4. Provide a quarterly report to the board of committee accomplishments (Jan, April, July, Oct).
5. Provide an annual evaluation of committee accomplishments, identifying opportunities for improvement.
6. Propose an annual program of committee activities and requirements to be included in annual budget preparation.