

4717-2-03

**Duties of the officers.**

- (A) The president of the board shall preside at all meetings of the board in which the president is in attendance, and perform all duties incidental to the position of president.
- (B) In the absence of the president, the vice-president shall preside over any meetings, and perform all duties of the president.
- (C) The ~~secretary-treasurer~~president of the board shall supervise the executive director who shall keep the minutes of all meetings of the board and shall be responsible for all records, books, applications and other papers belonging to the board. The executive director shall attend to all correspondence and perform, or cause to be performed, all clerical duties.

The secretary-treasurer shall furnish, upon request, all forms incidental to obtaining any embalmer's or funeral director's license, and shall issue, or cause to be issued, renewal of licenses unless otherwise ordered by the board.

The secretary-treasurer shall collect all revenue as provided by law and shall deposit, or cause to be deposited, all revenue with the treasurer of the state.

- (D) The president and secretary-treasurer shall sign all licenses issued under this chapter and affix the board's seal to each license.

Effective:

Five Year Review (FYR) Dates: 03/27/2017

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 4717.04  
Rule Amplifies: 4717.03  
Prior Effective Dates: 12/23/71, 5/19/74, 7/1/87, 1/1/01