

4751-1-03

**Board officers, board secretary, and board members.**

## (A) Board officers:

- (1) Annually, the board shall elect from its membership a chairperson and a vice-chairperson.
- (2) The chairperson shall preside over board meetings. In the chairperson's absence, the vice-chairperson shall preside over board meetings and perform the chairperson's usual duties.

## (B) Board secretary:

- (1) The board shall appoint a secretary whose job title may also be executive director.
- (2) The secretary's responsibilities:
  - (a) The secretary shall notify board members of meeting times and places.
  - (b) The secretary shall attend ~~all~~ board meetings.
  - (c) The secretary shall retain a complete record of board meeting minutes.
  - (d) The secretary shall retain records pertaining to licensees and registrants.
  - (e) The secretary shall countersign all licenses and certificates.
  - (f) The secretary shall retain records pertaining to this chapter.
  - (g) The secretary shall conduct the board's routine correspondence.
  - (h) The secretary shall retain custody of the board's books, records, and property.
  - (i) The secretary shall retain the board's financial records.
  - (j) The secretary shall perform any other duties that the board prescribes or assigns to the secretary.
  - (k) The secretary shall perform any other duties that state or federal laws require.

## (C) Board members: Board members shall perform their duties according to Chapter 4751. of the Revised Code and this chapter, unless otherwise prohibited by a state or federal law.

Effective:

Five Year Review (FYR) Dates: 7/12/2023

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Certification

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Date

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