

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 receive all monies payable to the board and deposit such monies with the treasurer of state.
- (j) The secretary shall retain the board's financial records.
- (k) The secretary shall perform any other duties that the board prescribes or assigns to the secretary.
- (l) 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.

Replaces: 4751-1-03

Effective:

Five Year Review (FYR) Dates:

Certification

Date

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