

**\*\*\*DRAFT - NOT FOR FILING\*\*\***

**4747-1-07 Duties of the secretary.**

- (A) The secretary shall keep the minutes of the proceedings at board meetings and the records of the board.
- (B) The secretary shall have custody of all fees received by the board including license fees, trainee permit fees and renewal fees and shall be responsible for the transfer of such funds to the state treasurer.
- (C) The secretary shall receive, accept responsibility for, issue (with board approval) and account to the auditor of state for all licenses, trainee permits, and duplicate certificates handled by the board.
- (D) The secretary shall be responsible, with the approval of the board, for the preparation and submission of the annual budget of the board.
- (E) The secretary shall execute a bond in the amount and manner acceptable to the director of the department of health.
- (F) The secretary shall be responsible for the overall administration of the board's office and shall render administrative services to board members as required and report these activities to the board.
- (G) The secretary shall assume such other duties as the board may direct.