



Ohio Administrative Code Rule 4725-11-04 Duties of executive director.

Effective: November 30, 2023

The board shall designate an executive director who shall serve at the pleasure of the board and shall be directly responsible to the president of the board.

(A) The executive director will conduct and care for all correspondence in the name of the board and will keep appropriate records. The executive director will keep and file a record of all applications for licensure, certificates of licensure, examinations, continuing education, administrative hearings, and actions against licensure. The executive director will annually prepare a list of the names and addresses of all persons licensed by the board, including a list of every person whose licensure has been suspended or revoked in the past year.

(B) The executive director shall give bond in the sum of two thousand dollars as indicated in section 4725.05 of the Revised Code. The executive director will be responsible for receiving and accounting for all monies and transfer the monies to the state treasurer into the appropriate fund. Included in these responsibilities will be the preparation of the board budget for approval by the board. All reports, financial and annual, required by the revised code will be filed by the executive director as well as those others specifically directed by the board.

(C) The executive director will have the authority to sign for actions as directed by and with the approval of the board. The executive director will perform other duties as required by the board in order to fulfill the goals and objectives of the board's responsibilities under the Revised Code.

(D) The executive director with the approval and authority of the board, will train, evaluate, and supervise the staff and be responsible for working conditions; staff relations, public relations, and professional ethics.