



Ohio Administrative Code Rule 4736-6-02 Duties.

Effective: October 23, 2017

(A) The executive secretary, when appointed, shall be directly responsible to the chairperson of the board and shall conduct and care for all correspondence in the name of the board and shall keep a record of the board's proceedings and accounts. The executive secretary shall keep and properly file a record of all applications for registration, certificates of registration, examinations, registrations, administrative hearings and revocations.

(B) The executive secretary shall account for all monies and transfer the same to the state treasurer to the credit of the "Occupational Licensing and Regulatory Fund". As directed by the chairperson, the executive secretary shall report to the board at their annual meeting. This report shall contain a summary of the board's transactions for the preceding fiscal year along with a complete statement of the receipts and expenditures of the board. Upon approval of this annual financial report, the executive secretary shall file all reports as required by the Revised Code and/or as directed by the board. The board may provide an annual summary of activities of the board for the previous year.

(C) The executive secretary shall have such other duties as may be provided in the agreement for services with the board or position description.
