CHAPTER 63-01-02
DUTIES OF OFFICERS

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63-01-02-01. Duties of president.

The president of the board shall serve as the presiding officer at all meetings or hearings held by the board. The president shall call meetings; approve and keep in custody the bond of the secretary-treasurer; sign all licenses; approve all expenditures of funds during the intervals between board meetings; sign the minutes of each meeting when they are approved; assign subjects to board members for use in examination of candidates; supervise all examinations given by the board; and carry out all other duties that may pertain to the president's office.

History: Effective October 1, 1982.
General Authority: NDCC 28-32-02, 43-05-08
Law Implemented: NDCC 28-32-02.1, 43-05-04

63-01-02-02. Duties of vice president.

The vice president shall assume all duties of the president in the event of the president's inability to perform the duties of the office because of absence or ill health. The vice president shall assume the office of president should that office be vacated. Further, the vice president shall perform any other duty assigned by the president.

History: Effective October 1, 1982.
General Authority: NDCC 28-32-02, 43-05-08
Law Implemented: NDCC 28-32-02.1, 43-05-04, 43-05-08

63-01-02-03. Duties of secretary-treasurer.

The secretary-treasurer shall be in charge of the books, records, property, and money of the board and is responsible for administration of the board's activities. The secretary-treasurer shall conduct the board's correspondence, keep and preserve all applications and records for at least six years beyond the disposition of the application or record or the last annual registration of the licensee, whichever is longer, keep a complete and accurate record of the business transactions at all meetings, and of all fees received and expenses paid under the rules, and shall report the same to the board annually or as otherwise required by the board or the members thereof. The secretary-treasurer shall also:

1. Keep a complete record listing of the names and addresses of all persons to whom licenses have been granted with the number and date of issue of each license.

2. Collect application and licensing fees and license renewals, giving a receipt therefor, and deposit to the account of the North Dakota state board of podiatric medicine all money received not later than the first day of the calendar month following the receipt of the money.

3. Receive and submit to the board for approval all applications for licenses and temporary permits.

4. Notify the members of the board in writing of the dates and places of all regular and special meetings of the board. No agenda or purpose for any meeting needs to be stated in the written notice of any meeting.

5. At the specific direction of the board, provide notice to all podiatrists and the public of regular and special meetings of the board.

6. Notify applicants for licensure of the dates, times, and places of examination and the personal appearance.

7. Keep a confidential file of all forfeited, revoked, or suspended licenses and the reasons for the board action with respect to these licenses. Such information will be kept confidential, but may be released to any other state board inquiring about a candidate for licensure in that state, or as required by state law or as in the discretion of the board.

8. Such other duties as are assigned by the board.

History: Effective October 1, 1982; amended effective December 1, 1991.
General Authority: NDCC 28-32-02, 43-05-08
Law Implemented: NDCC 28-32-02.1, 43-05-04, 43-05-07

63-01-02-04. Other duties.

The officers and members of the board shall perform such other duties as are required by law. The board shall have the authority to create additional offices and appoint such additional officers from the board and specify the duties pertaining thereto or create such committees composed of members of the board and specify the duties of such committees as the board shall determine.

History: Effective October 1, 1982; amended effective December 1, 1991.
General Authority: NDCC 28-32-02, 43-05-08
Law Implemented: NDCC 43-05-0240 , 43-05-03, 43-05-04,43-05-08