

## **CHAPTER 112-01-03 DUTIES OF OFFICERS**

### Section

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#### **112-01-03-01. Duties of chairman.**

The chairman shall preside at all meetings of the board, and shall perform such other duties as generally devolve upon that office and as prescribed by law. In the chairman's absence, the vice chairman shall preside and perform the duties of the chairman. In the absence of both the chairman and vice chairman, the secretary shall preside and perform the duties of the chairman.

**History:** Effective April 1, 2013.

**General Authority:** NDCC 28-32-02, 43-57-03

**Law Implemented:** NDCC 43-57-02

#### **112-01-03-02. Duties of secretary and treasurer.**

The secretary will review and sign minutes of all meetings as prepared by the executive director. Authorization by the treasurer is required for any checks that exceed five hundred dollars. The treasurer will review the bank statements each month. The secretary will assume the duties of the executive director if the position is unfilled.

**History:** Effective April 1, 2013.

**General Authority:** NDCC 28-32-02, 43-57-03

**Law Implemented:** NDCC 43-57-03

#### **112-01-03-03. Duties of executive director.**

The board may hire an executive director, who may be an individual or a business which functions in this capacity. If an executive director is hired, the executive director will serve as the filing, recording, and corresponding officer of the board. The executive director shall keep on file a register showing names and addresses and complete registration of all integrative health care practitioners who have been licensed by the board. The executive director shall be custodian of the seal and affix the same to documents when necessary. The executive director shall collect and receipt for all moneys received, keep an accurate account of the same, and deposit all such moneys after each regular or special meeting of the board with the bank selected by the board. The executive director shall keep an accurate record of all moneys received and disbursed and report the condition of the finances to the board after each board meeting or whenever required to do so. The executive director shall take the minutes of each board meeting and make a complete record of the minutes, to be signed by the secretary, which shall be kept in a book provided for that purpose. The executive director will keep the board compliant with the state's open meetings laws.

**History:** Effective April 1, 2013.

**General Authority:** NDCC 28-32-02, 43-57-03

**Law Implemented:** NDCC 43-57-03

#### **112-01-03-04. Other duties.**

The officers and members of the board shall perform such duties as are enjoined upon them by law.

**History:** Effective April 1, 2013.

**General Authority:** NDCC 28-32-02, 43-57-03

**Law Implemented:** NDCC 28-32-02