

## CHAPTER 17-01-03 DUTIES OF OFFICERS

### Section

17-01-03-01	Duties of President
17-01-03-02	Duties of Secretary-Treasurer
17-01-03-02.1	Duties of Executive Director
17-01-03-03	Joint Duties of President and Secretary-Treasurer [Repealed]
17-01-03-04	Other Duties

#### **17-01-03-01. Duties of president.**

The president 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 president's absence the vice president shall preside and perform the duties of the president. In the absence of both the president and vice president, the secretary-treasurer shall preside and perform the duties of the president.

**History:** Amended effective February 1, 1990.

**General Authority:** NDCC 28-32-02, 43-06-04.1, 43-06-05

**Law Implemented:** NDCC 43-06-05

#### **17-01-03-02. Duties of secretary-treasurer.**

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

**History:** Amended effective April 1, 2001; January 1, 2021.

**General Authority:** NDCC43-06-04.1

**Law Implemented:** NDCC 43-06-05

#### **17-01-03-02.1. Duties of executive director.**

The executive director is responsible for such administrative, financial, licensure, disciplinary, and other responsibilities as specified by the board. The executive director is responsible for ensuring compliance with North Dakota Century Code chapter 44-04.

**History:** Effective April 1, 2001; amended effective January 1, 2021.

**General Authority:** NDCC 43-06-04.1

**Law Implemented:** NDCC 43-06-04.1, 43-06-05, 43-06-07

#### **17-01-03-03. Joint duties of president and secretary-treasurer.**

Repealed effective February 1, 1990.

#### **17-01-03-04. Other duties.**

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

**General Authority:** NDCC 28-32-02, 43-06-04.1, 43-06-05

**Law Implemented:** NDCC 43-06-05