

# STATE BOARD OF PSYCHOLOGY of OHIO

## POLICY AND PROCEDURE MANUAL

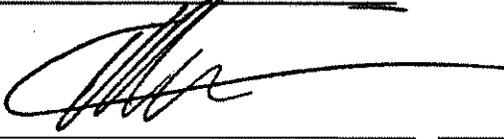
### SECTION 7: BOARD MEMBER ROLES AND RESPONSIBILITIES

#### POLICY 7.2: PRESIDENT AND SECRETARY ROLES

PRIOR DATES EFFECTIVE: JUNE 9, 2003; APRIL 30, 2013

AMENDED AND EFFECTIVE: JULY 31, 2014

#### REVIEWED AND APPROVED

  
\_\_\_\_\_  
President

 7/31/14  
\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**REFERENCES:** ORC 4732.03; meeting minutes April 29-30, 2013 and July 31, 2014

#### DUTIES OF OFFICERS OF THE STATE BOARD OF PSYCHOLOGY

##### THE PRESIDENT SHALL:

1. Preside over all meetings of the Board;
2. Serve as direct supervisor of the Executive Director;
3. Complete the Executive Director's annual performance review, after consultation with the Board in Executive Session;
4. Consult with appropriate staff regarding daily operations of the Board, in the event that the Executive Director is unavailable to perform his or her duties;
5. Schedule meetings and establish the agendas in collaboration with the Executive Director.
6. Meet with governmental representatives or agencies as required;
7. Delegate to the Executive Director use of his or her signature stamp on approved meeting minutes;
8. Assign Board members to Board Committees and establish work groups and task forces as needed;
9. Contact each new gubernatorial appointee to the Board of Psychology within ten (10) days of the notification of the appointment;
10. Sign license certificates.

##### THE SECRETARY SHALL:

1. Sign license certificates;
2. Preside over meetings of the Board in the absence of the President;
3. Call roll and conduct roll call votes during meetings of the Board.
4. Consult with the Entrance Examiner, when that position is held by the Executive Director, on application files relative to which there is any criminal history associated, other than those limited to minor traffic violations. This ensures that a member of the Board is serving to support and assist the Executive Director by participating in licensure decisions that involve potential grounds for denial of the application (e.g. good moral character and/or crimes involving moral turpitude).