

ARTICLE XXXVII DUTIES AND RESPONSIBILITIES OF EXECUTIVE DIRECTOR

Pursuant to Section 6. Section 73-21-79, paragraph (3), Mississippi Code of 1972, Annotated, the duties and responsibilities of the Executive Director of the Mississippi Board of Pharmacy shall be defined by rules and regulations prescribed by the Board as follows:

The Executive Director (Director) is the executive officer in charge of the office of the Mississippi Board of Pharmacy and he/she shall be appointed by the Board. The Director shall serve as the budget officer and shall make, keep, and be in charge of all records, record books, and any files required to be maintained by the Board. The Director shall attend to the correspondence required by the office, and shall perform such other duties as the Board may require in keeping with the office. The Director shall be provided with, supervise, and have the aid of clerical, investigative, and other office staff as necessary for the fulfillment of said duties and responsibilities.

1. **GENERAL DUTIES AND RESPONSIBILITIES:** The Executive Director shall have, but not be limited to, the following responsibilities:
 - A. Issuance of all licenses, registrations, and permits to all pharmacists, businesses, facilities, pharmacies, or other persons as authorized by statutes, rules or regulations;
 - B. Maintaining, preserving, and releasing of any public records which are required to be kept by the Board;
 - C. Administration of any examinations or tests required under statutes or regulations;
 - D. Serve as the representative of the Board on any committees, boards or other organizations as necessary to carry out the Board's responsibilities;
 - E. Act as the Board's agent and cause to be issued and cause to be served, all subpoenas, Orders of the Board, and any Notice of Hearing and Complaint issued to any pharmacist, permit holder, business/facility, registrant, or other person under the jurisdiction of the Board and execute the foregoing for and on behalf of the Board;
 - F. Provide initiative, leadership, and input into any proposed legislation or regulations pertaining to the practice of pharmacy, the distribution of prescription drugs, pharmacy technicians, and pharmacy externs/interns;
 - G. Set the agenda for all meetings of the Board, act as recording secretary, and be responsible for the preparation of the Minutes of all meetings of the Board;
 - H. Serve as the Board's representative in the approval of all continuing education as required by Regulations of the Board;
 - I. Serve as the Board's representative when interacting and/or cooperating with other state or federal agencies or law enforcement entities.