

Executive Officer
Naturopathic Medicine Committee
Duties & Responsibilities

1. Administrative Duties: All departmental and statewide reports: licensing, enforcement, budget, Business Continuity,
2. Annual Report, Sunset Review
3. Create & edit publications
4. Budget: Preparation, review monthly budget reports, fund conditions, write BCP & Spring finance letter
5. Public Records Requests
6. Correspondence
7. Communicate with other boards/bureaus (within CA & without), pharmacies, DEA, law enforcement, courts.
8. Contracts (equipment, meeting locations)
9. Enforcement: Develop disciplinary guidelines, develop regulations, process complaints, issue citations, hold informal hearings, monitor investigations, communicate with other boards/bureaus, law enforcement, and DAs' & AG's offices
10. Licensing: Review Report of Deposits, initial & renewal application review and approval, issue licenses, CE review,
11. Committee liaison: process travel expense claims, coordinate collection of member forms, coordinate all aspects of Committee meetings including agenda, packets, teleconferencing, and posting to web site.
12. Communicate regularly with Committee Chair and Committee members
13. Create and modify web site content
14. Outreach
15. Create and modify all forms
16. Create leg proposals and legislation analysis
17. Purchasing and supplies
18. Liaison to all departmental and statewide offices