

AGENDA  
Special Meeting  
Louisiana State Board of Architectural Examiners  
9625 Fenway Avenue, Suite B  
Baton Rouge, Louisiana 70809  
April 22, 2016  
**10:00 AM**

1. Meeting called to order by the President.
2. Discuss and establish the procedure and schedule for hiring a new Executive Director to include:
  - Legal requirements;
  - Job description (responsibilities, duties, compensation and any other related items pertaining to the position);
  - Desired or necessary qualifications for the position;
  - Advertising the position and searching for qualified persons;
  - Reviewing resumes from interested applicants;
  - Background checks;
  - The interview process;
3. Adding signatory to the board checking accounts.