



5-5-14 DRAFT

Discover Downtown La Grange

Board Member Position Job Descriptions

President
Vice-President
Secretary
Treasurer
Design
Organization
Audit/Fundraising
Membership/Nominations
Promotions
Economic Restructuring
Farmer's Market

Mission Statement:

Discover Downtown La Grange is dedicated to preserving the historical culture and architecture of La Grange, with a special focus on honoring our small town character and quality of life. We are committed to function as a forward-thinking community that welcomes and encourages economic development.

The Audit/ Ethics Representative job description:

- Is either being the Chair or seeing that the Chair carries out the following duties and reporting to the board of director and Organization Chair.
- The Audit/Fund Raising Chairman's (AE Chair) primary function is to work closely with the board Vice President to assist the board in fulfilling its oversight responsibilities with respect to (1) the audit of the organization's books and records and (2) the system of internal controls that the organization has established..
- The AE Chair communicates with other Chairs and board members as to the required systems to be followed.
- Work closely with the organization's Executive Director, board members, and committees, to achieve the outlined goals and objectives.
- The AE Chair will make regular status reports to the board with respect to current fund raising activities, funds received, and future fund raising plans.
- Review and reassess the adequacy of the auditing systems annually and propose changes to the board for approval in order to maintain accurate, accountable, open and transparent financial records.
- Be prepared to assist and co-operate fully with independent auditors. Review recommended changes with the Executive Director, Secretary, and the Independent auditor and report such changes and progress regularly to the rest of the board.
- Be familiar with the specific requirements for audit committees as outlined in the Sarbanes-Oxley Act and the Securities and Exchange Commission rules as a guide. The requirements can be obtained from the AICPA Web site at www.aicpa.org/sarbanes/index.asp.
- The AE Chair should ensure that the organization has implemented an effective ethics and compliance program, and that it is periodically tested. Because the occurrence of significant frauds can frequently be attributed to an override of internal controls, the AFR Chair plays an important role to ensure that internal controls address the appropriate risk areas and are functioning as designed.
- Commit to a 3 year term.

- Develop a working knowledge of the 4-point approach Main Street Program, assisting the committee chairs as needed, to promote their needs and support their actions.
- Familiarize yourself with and utilize the organization's current tools (Website, Drop box, Constant Contact), to further your objectives as the AE Chair.

Job qualifications:

- familiarity with accounting principles and practices highly desirable.
- Ability to work efficiently within a variety of communication and presentation mediums (ie; computer based programs/software- publisher, Quickbooks, power point, excel; website, facebook, etc.)
- Required to respond to a series of questions regarding conflict resolution, communication, and management scenarios, with your responses presented on the ballot for voter review.