



5-21-14 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 Farmers' Market Representative job description:

- Actively supports the Farmers' Market Manager in the following areas:
 - awareness of Farmers' Market events, concerns, needs and reports those to the board and reporting of DDL events to the Farmers' Market.
 - Determines if Farmers' Market Manager needs additional help.
 - searches for joint-venture opportunities between DDL and the Farmers' Market.
 - functions as the community DDL representative for the Farmers' Market relationship. Touches base with the Farmers' Market membership.
 - Gather marketing material from the Farmers' Market Manager for DDL Promotions Committee. (for quarterly newsletter, website, social media etc...)
 - Gathers records of market activities for quarterly board reporting and annual statistics. (vendor attendance)
 - Fosters community support for the market
 - Regularly reads community news publication about Farmers' Market issues.

Job qualifications:

- Ability to gather information and photos
- Interest in the Farmer's Market