



5-7-14 DRAFT

Discover Downtown La Grange

Board Member Position Job Descriptions

President
Vice-President
Secretary
Treasurer
Design
Organization
Audit/Ethics
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 Secretary's job description:

- The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.
- The Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board and maintains membership records. Secretary must prepare a suitable substitute member of the board to represent them in their absence to insure accurate records of meetings are accomplished.
- The Secretary shall fulfill any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.
- Work closely with the organization's Executive Director, board members, and committees, to achieve the outlined goals and objectives.
- The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (i.e.; letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.
- The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.
- The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (i.e.; letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.
- The Secretary ensures that official records are maintained of members of the organization and Board. He /She ensures that these records are available when required for reports, elections, referenda, other votes, etc.

- The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

Job qualifications:

- History of business management highly desirable.