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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 Vice President job description:

- Is responsible for triaging all issues that arise not covered by the by-laws and to delegate them accordingly.
- Actively works with the board and fundraising committee.
- Takes an active role in monitoring committee activities.
- Participates as a member of the Executive Committee.
- Participates in annual strategic planning
- should familiarize and function in presidents role in the event the president is unable to perform duties.
- Works with the advisory board as a liaison for public awareness initiatives.

Job qualifications:

- Business management or training desirable.
- Ability to work efficiently within a variety of communication and presentation mediums. (i.e.; excel, website, facebook, QuickBooks)