



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.

Economic Restructuring Chair's job description:

- Recruits new businesses
- oversees the Facade Grant
- Helps convert unused space into productive property
- maintain a downtown building inventory
- maintains a downtown business inventory
- maintains a demographic profile of the market area
- provides local and downtown retail sales information
- conducts consumer surveys
- looks for and educates about available financial incentive and business assistance programs, as well as any other programs that can benefit current and potential business owners and investors.
- visits business people to get their ideas, find out how they and their businesses are doing, and update them on strategic plans.
- Meet with financiers to develop incentive programs and identify sources of capital for building rehabs and business expansions.
- work with realtors, developers, and property owners to plan real estate improvement projects.

Job qualifications for all DDL Board members:

- ability to lead
- management experience desirable
- financial experience desirable
- Identifying sources of funds for economic restructuring activities.
- public speaking desirable
- or has the ability to attract qualified people to do the above jobs and direct them.
- networking ability