



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.

Membership/Nominations representative job description:

- is an active member of the Membership/Nominations Committee
- Organizing all DDL elections
- recruiting members and persons to hold director, committee chair, and board member positions
- maintains the job description and helps President with evaluations of the Executive Director.
- Develops a new member packet to be distributed annually to all members
- Responsible for board member orientation packets
- Keeps an updated list of all members
- Maintains the Nomination form

Job qualifications for all DDL Board members:

- ability to lead
- management experience
- financial experience desirable
- fundraising experience desirable
- public speaking desirable
- or has the ability to attract qualified people to do the above jobs and direct them.
- attention to detail