



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.

Organization Chair's job description:

- Oversees the Organization, Audit/fundraising, Membership/Nomination Committees
- Maintains the drop box and DDL forms
- Organizes the yearly meeting and announces the new board members
- maintains a volunteer program
- Maintains a procedure manual for the Program
- Maintains the Board of Directors orientation booklets and job descriptions
- annually maintains and distributes the membership orientation booklets
- Maintains quarterly newsletter
- Program Promotion
- Develops work plans for the Program
- Evaluates Public Relations needs.

Job qualifications for all DDL Board members:

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