



## 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.

### President's job description:

- Demonstrate the key qualities of leadership skills, including the ability to interact in a constructive manner with all levels of the organization, outside associates, and the community at large.
- Present the organization's goals and objectives in achievable, measurable outcomes through collaboration with identified resources.
- Work closely with the organization's Executive Director, board members, and committees, to achieve the outlined goals and objectives.
- Be a member of the Executive Committee
- Responsible for Annual Strategic Plan.
- Call special meetings if necessary.
- Conduct the Executive Director's annual performance evaluation.
- Work with Nominating committee to recruit new board members
- Periodically consult with board members on their roles and help them assess their performance.

### Job qualifications for all DDL Board members:

- Business management or training desirable.
- Ability to work efficiently within a variety of communication and presentation mediums. (ie; excel, website, facebook, quickbooks)
- Required to respond to a series of questions regarding conflict resolution, communication, and management scenarios, with your responses presented on the ballot for voter review.