



**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.

### Treasurer job description:

- Is a member of the Executive Committee
- Works with President, Bookkeeper and Audit Committee to develop the budget and presents it to the board for approval.
- Bank account maintenance - Selecting a bank, signing checks, and investing excess funds wisely.
- Financial transaction oversight - being knowledgeable about who has access to the Program's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
- Financial policies - Overseeing the development and observation of the Program's financial policies.
- Reports - Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial report forms in a timely fashion and making these forms available to the board. Working with the bookkeeper.
- Responsible for submitting the 990's required to keep the program's 501(C)3.
- Responsible for making sure members are invoiced in a timely fashion.
- Works with the Membership Committee on past due invoices.
- Understands financial accounting for nonprofit organizations.
- Maintaining a purchase ordering system.
- Finds an accountant and submits both I.R.S. and State Taxes.

### Job qualifications for all DDL Board members:

- Nonprofit financial experience desirable
- familiar with Quickbooks