Virginia Beach Council of Civic Organizations

Helping Civic Organizations Remain Educated for 66 years
Post Office Box 9252
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Job Description
Correspondents Subcommittee Chair

Purpose

The Correspondents Subcommittee Chair is responsible for coordinating and overseeing VBCCO's Correspondents, who serve as the eyes and ears of VBCCO and its members at City meetings. The Chair ensures that assigned meetings are covered, Correspondents have the information and guidance they need, and reports are submitted accurately, consistently and on time to the Communications Committee Chair for review and distribution.

Key Responsibilities

- Maintain a current list of City boards, commissions and advisory committees that should be monitored and assign Correspondents to meetings based on their interests, availability and experience.
- Provide Correspondents with meeting assignments, reporting formats, "Just The Facts" reporting guidelines and established deadlines.
- Track upcoming meetings and communicate with Correspondents regarding their availability for assignments to ensure that priority meetings are covered and that scheduling conflicts or gaps are addressed in advance.
- ·Review Correspondent reports for clarity, factual accuracy, completeness, neutrality and compliance with the "Just The Facts" reporting guidelines.
- Provide ongoing guidance to help all Correspondents understand VBCCO's expectations regarding neutrality, accuracy, confidentiality and appropriate boundaries when attending City meetings.
- Maintain an organized record of Correspondent assignments, meeting schedules, and submitted reports.

Desired Skills and Qualifications·

- Ability to manage and effectively communicate with a team of volunteers.
- Strong attention to detail and ability to review information for accuracy, clarity and neutrality.
- Familiarity with City government, boards, commissions, advisory committees, City agendas and meeting procedures (usually Robert's Rules of Order), or willingness to learn.
- Commitment to neutrality, accuracy and respectful civic engagement.
- Ability to provide constructive guidance and support while maintaining appropriate boundaries between observation, reporting and advocacy.
- Ability to manage schedules, assignments and deadlines.

Time Commitment
Typically, 4-6 hours each month, depending on the number of Correspondents, meetings being monitored, scheduling and reporting needs, and the level of support required..

Boundaries and Limitations
The Correspondents Subcommittee Chair coordinates and supports Correspondents but does not speak on behalf of the VBCCO, advocate policy positions, engage in debate, or communicate externally as a representative of the VBCCO unless expressly authorized. The Chair is responsible for reviewing and coordinating Correspondent reports but does not alter factual information to reflect a particular viewpoint. Reports should remain factual, balanced and educational and are subject to review and approval by the Communications Committee Chair prior to broader distribution.

Volunteer Benefits
- Obtain an in-depth understanding of how the city functions, how boards and committees conduct their work, how policy decisions are considered, and how information flows through local government.
- Develop leadership, organizational and communication skills while helping the VBCCO and its members stay informed about civic activity affecting the community.

Volunteer Disclaimer
The Virginia Beach Council of Civic Organizations (VBCCO) recognizes that every volunteer brings unique strengths, experiences, and availability. This job description is intended as a guide rather than a rigid list of requirements. We welcome individuals with enthusiasm, initiative, and a willingness to serve, and we strive to match volunteers with opportunities that best fit their interests, talents, and availability.