Virginia Beach Council of Civic Organizations

Helping Civic Organizations Remain Educated for 66 years
Post Office Box 9252
Virginia Beach, VA 23450-9252
www.vbcco.org

Job Description
(Ad Hoc) Education Committee Chair

Purpose

The Education Committee Chair provides leadership and coordination for all VBCCO educational initiatives, ensuring that the VBCCO Academy, Best Practices, and Civic League Workshop Series deliver consistent, practical, and nonpartisan educational programs that strengthen civic knowledge and encourage informed community participation throughout Virginia Beach.

Key Responsibilities

- Provide leadership and support to the VBCCO Academy, Best Practices, and Civic League Workshop Series Subcommittee Chairs to ensure their activities align with the VBCCO mission and educational goals.
- Coordinate communication and collaboration among the three subcommittees to promote consistency, share resources, and eliminate duplication of effort.
- Develop the committee's annual goals, priorities, and work plan, while monitoring progress and assisting subcommittee chairs in resolving challenges and resource needs.
- Ensure all educational initiatives remain nonpartisan and consistent with the VBCCO's mission, bylaws, and adopted policies.
- Identify opportunities for new educational programs based on emerging community needs and feedback from civic leagues.
- Coordinate with other VBCCO committees when educational initiatives intersect with communications, membership, programs, or special events.
- Promote continuous improvement by evaluating educational programs, incorporating participant feedback, and maintaining educational resources, templates, and program materials.
- Provide regular reports to the Executive Committee Board on committee activities, accomplishments, and future initiatives.

Desired Skills and Qualifications

- Strong leadership, organizational, and project management skills.
- Commitment to the VBCCO's mission of providing nonpartisan civic education.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to collaborate effectively with volunteers, committee chairs, subject matter experts, and community partners.
- Experience planning educational programs, workshops, training sessions, or community events is preferred.

Time Commitment

- Attend regular Executive Committee and General Membership meetings.
- Coordinate educational initiatives throughout the year, including planning meetings and communications.
- Attend educational programs and special events,

Volunteer Benefits

- Help shape civic education throughout Virginia Beach.
- Develop leadership, project management, and organizational skills.
- Collaborate with dedicated volunteers, community leaders, and subject matter experts.
- Build lasting relationships with civic organizations throughout the city.
- Make a meaningful and lasting contribution to civic engagement in the community.

Definition of Success

- Educational initiatives are delivered on schedule and support the VBCCO mission.
- The Academy, Best Practices, and Civic League Workshop Series work collaboratively and efficiently.
- Educational programs remain accurate, relevant, and responsive to community needs.
- Participants report increased civic knowledge and positive learning experiences.
- Educational programs are regularly evaluated and continuously improved.

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.