Virginia Beach Council of Civic Organizations

Helping Civic Organizations Remain Educated for 66 years
Post Office Box 9252
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Job Description
Membership - Data Management Subcommittee Chair

Purpose

The Membership Data Management Subcommittee Chairperson is responsible for leading the process of maintaining and tracking the list of the General membership with all necessary accompanying information

Key Responsibilities

- Maintain and continually update membership records to provide an accurate list of member organizations with their corresponding contact information, in coordination with the Treasurer.
- Ensure that new member organizations submit all required information, including Voting Representatives and contact information, upon joining.
- Maintain a current list of Voting Representatives.
- Maintain and update membership records to reflect current member organizations and contact information, in coordination with the Treasurer.
- Track membership attendance at General Meetings.
- Staff the Membership/Welcome table at each General Meeting and sign in attendees.
- Answer any questions regarding membership forms and payment methods for new members joining.
- Obtain contact information from new meeting attendees to provide to the Membership Outreach Subcommittee Chair.
- When a vote is scheduled, bring the list of Voting Representatives, check them in as they enter, and ensure that there is a quorum (10% of Voting Reps).
- Input any new members/non-member attendees' information into the Membership Database.
- Direct new members through the "New Member Onboarding Packet" on the website.
- Ensure that the onboarding packet is kept updated with quick links to all relevant items, giving a good overview of the VBCCO.
- Input data into the Membership Database and maintain a "Tips & Tricks List" for quick reference regarding frequent actions.
- Define the category names of "organizations" that have been built in: Nonmembers, Unaffiliated, "No Civic Organization" (Individual Members), VB City gov, etc.
- In conjunction with the Treasurer, maintain a current list of paid members in good standing and report membership statistics at each Executive Committee Meeting.
- Determine member applicant eligibility to ensure that only civic organizations and eligible individuals are accepted.

Desired Skills and Qualifications

- Some knowledge of Membership Database programs.
- Strong organizational, computer, and communication skills.
- Interest in community engagement and the VBCCO's mission.
- Team-oriented mindset and reliability.

Time Commitment

- Approx. 6-8 hours/month.
- Attendance at monthly General Meetings, and Executive Committee Meetings.
- Presence at key events and programs.

Volunteer Benefits

- Build an accurate leadership and membership software database.
- Foster relationships with civic leagues, neighborhood leaders, and other civic representatives through regular communication and member engagement.
- Help the VBCCO expand its reach and impact by keeping membership information current and accessible, making it easier for the organization to communicate, plan, and grow.

Definition of Success

- Membership Records Are Accurate and Current
- Smooth Onboarding and Renewals
- Effective Meeting Support
- Clear Reporting and Coordination
- Operational Reliability and Continuity

Volunteer Disclaimer

The Virginia Beach Council of Civic Organizations (VBCCO) recognizes that every volunteer brings unique strengths, experiences, and availability. The responsibilities listed in this job description are intended as a general guide, not a rigid requirement. We welcome applicants with enthusiasm, initiative, and a willingness to contribute, even if their background or skills don't align perfectly with every listed duty. VBCCO is committed to finding the best fit for each volunteer's talents and interests to ensure a positive and rewarding experience for everyone involved.