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 Committee Chair

Purpose

The Membership Committee Chair works with the Membership Outreach and the Membership Data Management Subcommittees to recruit and retain member organizations, strengthen member engagement, maintain accurate membership records, and ensure that members receive a welcoming and valuable experience.

Key Responsibilities

- Oversee the Membership Outreach Subcommittee Chair's strategies to recruit new members, strengthen relationships with existing members, encourage participation, and support membership retention.
- Oversee the Membership Data Management Subcommittee Chair's efforts to maintain accurate and current membership records, including voting representative information, contact information, membership status, and renewals, in coordination with the Treasurer.
- Ensure that both Subcommittees work together to provide a consistent and welcoming onboarding experience for new member organizations, including the accurate collection and processing of membership information.
- Review membership statistics, recruitment and retention trends, and member feedback provided by the Subcommittee Chairs to identify opportunities for strengthening membership engagement and organizational growth.
- Work with the Executive Committee to establish annual membership goals and priorities, and provide regular updates on membership growth, retention, engagement, and significant issues or opportunities requiring attention.

Desired Skills and Qualifications

- Strong leadership, organizational, communication, and relationship-building skills.
- Experience in membership development, community outreach, volunteer coordination, or nonprofit organizations (preferred).
- Ability to organize information, monitor progress, and follow through on responsibilities and deadlines.
- Comfort working with membership data and databases, or willingness to learn.
- Ability to identify opportunities for improving member recruitment, engagement, and retention.
- Ability to identify membership outreach opportunities.
- Team-oriented mindset, reliability, and willingness to take initiative.

Time Commitment

- Approximately 6-8 hours per month, in addition to attending monthly ExCom and General Meetings and participation in key membership events, outreach activities and programs as needed.

Volunteer Benefits

- Play a key role in building and sustaining a strong, active, and engaged membership.
- Develop relationships with civic leaders/organizations throughout Virginia Beach and help connect them with one another and with VBCCO.
- Gain experience in volunteer leadership, committee coordination, membership development, communication, and nonprofit organizational management.

Definition of Success

- The Outreach and Data Management Subcommittees have clear priorities, responsibilities and coordinated work plans.
- Both Subcommittees communicate regularly and work collaboratively.
- VBCCO continues to attract eligible new member organizations while maintaining strong relationships with existing members.
- Membership records, voting representative information, contact information, and membership status are accurate, current, and readily accessible.
- New and existing members receive timely communication, effective onboarding, and consistent support.
- Members understand how to participate in the VBCCO and feel informed, connected, and valued.
- The Executive Committee receives timely and useful membership information, including membership statistics, progress toward goals, significant concerns, and recommended actions.

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.