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
Programs & Events Planning & Execution Subcommittee Chair

Purpose

The Programs & Events Planning Subcommittee Chair is responsible for planning, organizing, and coordinating VBCCO programs and events to ensure they are well-organized, informative, and aligned with the organization's mission.

Key Responsibilities

- Develop and maintain a schedule of planned VBCCO programs and events, coordinating with the Programs & Events Committee Chair to ensure alignment with organizational priorities and the overall calendar.
- Plan and coordinate the logistical aspects of programs and events, including meeting locations, room arrangements, equipment needs, refreshments, registration, and other necessary preparations.
- Work with appropriate Committee Chairs to identify program and event needs, coordinate responsibilities, and ensure that preparations are completed in a timely manner.
- Coordinate with the Volunteer Committee to identify volunteer support needs for programs and events, including setup, registration, hospitality, and cleanup.
- Work with the Communications Committee to ensure that accurate program and event information is provided in sufficient time for announcements, promotional materials, and member communications.
- Develop and maintain event planning timelines, checklists, and other organizational tools to ensure that important tasks and deadlines are addressed.
- Monitor program and event preparations, identify potential challenges, and communicate concerns or needed adjustments to the Programs & Events Committee Chair.
- Coordinate event-day activities to help ensure that programs and events run smoothly and that assigned responsibilities are carried out.
- Collect attendance information and participant feedback, when appropriate, to help evaluate programs and events and identify opportunities for improvement.
- Maintain current program and event planning information in ClickUp and provide regular updates to the Programs & Events Committee Chair.

Definition of Success

- Well-planned, organized, and effectively coordinated VBCCO programs and events that support the organization's mission, encourage participation, and provide a positive experience for attendees.
- Timely communication, effective collaboration with other committees, and consistent attention to planning details and deadlines.

Volunteer Benefits

- Play a meaningful role in developing programs and events that educate, inform, and connect civic organizations throughout Virginia Beach.
- Gain valuable experience in event planning, organization, coordination, and volunteer leadership.
- Build relationships with civic leaders, community organizations, and fellow volunteers.

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 do not 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.