# Virginia Beach Council of Civic Organizations

Helping Civic Organizations Remain Educated for 66 years
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## Job Description
## Speakers for Meetings Subcommittee Chair

**Purpose**

The Speakers for Meetings Subcommittee Chair is responsible for identifying, recruiting, scheduling, and coordinating speakers for VBCCO meetings. The Chair ensures that speakers and presentation topics support the organization's mission of providing factual, balanced, and nonpartisan information to member organizations and the community.

**Key Responsibilities**

- Identify and recommend speakers and presentation topics that support VBCCO's mission and address subjects of interest and value to member organizations.
- Develop and maintain a speaker schedule at least three months in advance, coordinating proposed speakers and topics with the Programs & Events Committee Chair.
- Contact prospective speakers, explain the purpose and audience of VBCCO meetings, and coordinate speaker participation and scheduling.
- Confirm speaker availability, presentation topics, meeting dates, presentation length, and any special requirements well in advance of scheduled meetings.
- Obtain speaker biographies, presentation titles, descriptions, and other relevant information at least three weeks before the scheduled meeting.
- Provide speaker information to the Communications Committee in sufficient time to support meeting announcements, newsletters, website updates, and promotional materials.
- Coordinate with the Programs & Events Planning Subcommittee Chair regarding speaker-related logistical needs, including audiovisual equipment, presentation materials, seating arrangements, and other accommodations.
- Maintain communication with scheduled speakers before their presentations to confirm arrangements, answer questions, and ensure that expectations are clearly understood.
- Ensure that prospective speakers and presentation topics are consistent with VBCCO's nonpartisan mission and established policies, referring any questions or concerns to the Programs & Events Committee Chair.
- Maintain an organized record of prospective, confirmed, and past speakers, including contact information, presentation topics, and scheduling details.
- Gather speaker-related feedback, when appropriate, to help identify opportunities for improving future meeting presentations.
- Maintain current speaker information, scheduling deadlines, and related assignments in ClickUp and provide regular updates to the Programs & Events Committee Chair.

**Definition of Success**

- There is a consistent schedule of knowledgeable, engaging, and well-prepared speakers whose presentations provide meaningful educational value to VBCCO members.
- Speakers are scheduled at least three months in advance, obtaining required information by established deadlines, communicating effectively with speakers and other committees, and ensuring that presentations support VBCCO's nonpartisan mission.

**Volunteer Benefits**

- Help bring valuable information and educational opportunities to civic organizations throughout Virginia Beach.
- Develop relationships with community leaders, subject-matter experts, city representatives, and other knowledgeable speakers.
- Strengthen communication, networking, scheduling, and organizational skills.
- Contribute directly to the quality and educational value of VBCCO meetings by connecting members with informative and engaging speakers.

**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.