Virginia Beach Council of Civic Organizations

Helping Civic Organizations Remain Educated for 66 years
Post Office Box 9252
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Job Description
Programs & Events Committee Chair

Purpose

The Programs & Events Committee Chair provides leadership, guidance, and oversight to the Programs & Events Planning & Execution and Speakers for Meetings Subcommittee Chairs, ensuring that their activities are coordinated, effectively managed, and aligned with VBCCO's mission.

Key Responsibilities

- Provide leadership, guidance, and support to the Programs & Events Planning and Speakers for Meetings Subcommittee Chairs, ensuring that each fulfills their responsibilities effectively.
- Work closely with both Subcommittee Chairs to establish priorities, coordinate activities, avoid duplication of efforts, and ensure that program and event responsibilities are clearly defined and appropriately managed.
- Oversee the development and maintenance of a comprehensive VBCCO programs and events calendar, ensuring that planned activities support organizational priorities and are coordinated with other committees as appropriate.
- Work with the Speakers for Meetings Subcommittee Chair to ensure that a speaker schedule is maintained at least three months in advance and that speaker information, including biographies and presentation details, is obtained at least three weeks before scheduled meetings.
- Work with the Programs & Events Planning Subcommittee Chair to ensure that program and event logistics, timelines, volunteer needs, and other necessary preparations are addressed in a timely and organized manner.
- Coordinate with the Communications and Volunteer Committees, to ensure that program and event information, promotional needs, and volunteer support requirements are communicated and addressed.
- Ensure that programs, events, speakers, and presentation topics are consistent with VBCCO's mission and commitment to factual, balanced, and nonpartisan information.
- Review attendance information, participant feedback, and other relevant information provided by the Subcommittee Chairs to assess the effectiveness of programs and events and identify opportunities for improvement.
- Ensure that both Subcommittee Chairs maintain accurate and current information in ClickUp, including assignments, timelines, deadlines, and progress updates.
- Provide regular updates to the Executive Committee regarding upcoming programs and events, speaker schedules, progress, challenges, and other matters requiring attention or coordination.

Definition of Success

- Effective leadership and coordination of both Subcommittees, resulting in well-organized programs and events and a consistent schedule of informative, engaging speakers.
- Clear communication, timely planning, effective collaboration with other committees, and the ability to provide oversight and support without duplicating the operational responsibilities of the Subcommittee Chairs.
- All programs and events reflect VBCCO's mission and provide meaningful educational value to member organizations and the community.

Volunteer Benefits

- Play an important leadership role in strengthening VBCCO's ability to provide meaningful educational programs and events for civic organizations throughout Virginia Beach.
- Develop and strengthen leadership, organizational, communication, and team coordination skills through the oversight and support of two important subcommittees.
- Build relationships with civic leaders, community organizations, subject-matter experts, and fellow volunteers who share an interest in civic education and community engagement.

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.