

2024 Virginia County Board **Chairpersons' Institute**



Friday, February 2, 2024 | Saturday, February 3, 2024

Breakout Sessions at VACo Headquarters

Meals and Accommodations at the [Richmond Marriott Hotel](#)

Friday, February 2, 2024

730 – 830AM

Breakfast

9 – 910AM

Institute Overview, Welcome, and Introductions

Ann Mallek | VACo President and Albemarle County Supervisor

Dean Lynch | VACo Executive Director

910 – 1010AM

Session 1 – Policy Priorities and the County Budget

Craig Meadows | Former Montgomery County Administrator

**1010 – 1015AM
SPONSORS BREAK**

**1015AM – 1145AM
Session 2 – Managing Meetings/Parliamentary Procedure
Michelle Robl | Prince William County Attorney**

**1145AM – 1245PM
Lunch**

**1245 – 1PM
SPONSORS BREAK**

**1 – 2PM
Session 3 – Internal Work Relationships
Ruth Larson | VACo President-Elect | James City County Supervisor
Scott Stevens | James City County Administrator**

**2 – 315PM
Session 4 – Virginia County Government Structure,
Powers, & Duties
John McGlennon | James City County Supervisor**

315 – 330PM
SPEND TIME WITH SPONSORS

330 – 430PM
Session 5 – Risk Management 101
Kathleen Guzi | VAcorp Public Entity Specialist

6PM
Reception | Dinner

Saturday, February 3, 2024

7 – 8AM
Breakfast

930 – 1030AM
Session 6 – Media Relations
Dean Lynch | VACo Executive Director
Gage Harter | VACo Director of Communications

1030 – 1130AM
Session 7 – Leadership and Goal Setting
William H. Leighty | Douglas Wilder School of Government Affairs

1130 – 1145AM
SPONSORS BREAK

1145AM – 1245PM
Session 8 – The Role of the Chair
Sherrin Alsop | King and Queen Supervisor

1245PM – 1PM
Closing – Your Role in Your Association
Dean Lynch | VACo Executive Director

1PM
Adjournment | Box Lunch to Go