

## OVERVIEW: AUDIT COMMITTEE

### Purpose

The primary purpose of the Audit Committee is to provide oversight of the financial reporting and disclosure process, annual audit process, internal controls, and compliance with applicable laws and regulations.

### Structure & Leadership

The committee is led by the Chair.

### Expectations & Responsibilities

Committee members are expected to:

- Active participation in the annual meeting with the auditors.
- Lend expertise in evaluating the recommendations of the auditors.

Committee member responsibilities are broadly described below.

- Review the draft audit report, management letter, and auditor letter to those charged with governance upon completion of the annual audits for both MCAA and JRGF.
- Report to the board the highlights of the auditor's findings and recommendations.
- Recommend acceptance/rejection of the audit report and accompanying letters.
- Recommend re-appointment of the current auditors or engagement of new auditors for the coming year.

Committee Chair responsibilities:

- In addition to the responsibilities for Committee participation, the Chair will be responsible for participating in a call with the auditors prior to the beginning of audit where the following will be discussed:
  - Timing for the audit, Audit Committee meeting, and report issuance.
  - Review of the audit plan and process.
  - Inquiry regarding the existence of concerns over the financial management or internal controls for MCAA, JRGF, PAC or the MCAA Charitable Fund.

## **Terms & Time Commitments**

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*Note: Volunteers on all national committees are technically appointed annually, for a single one-year term. Renewal each year is contingent upon MCAA Executive Committee review and approval. Term durations described below are committee leadership's recommendation to the Executive Committee.*

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- Chair - At the conclusion of his/her term as MCAA Past President, that individual will serve a one (1) year term as the Chair of the Audit Committee.
- Committee Members - Upon appointment, Committee members will serve a (1) year term. Committee members may be reappointed upon the recommendation of Chair and Staff Liaison to the Executive Committee.
- One virtual meeting per year. This meeting will take place around the beginning of June.

### **MCAA Reimbursement Policy:**

1. Unless otherwise stated, MCAA reimburses expenses for committee members only, partners, spouses and other family members are not covered.
2. Private Auto – IRS approved rate plus parking and tolls.
3. Taxis/Uber – cost from home or office to airport, airport to hotel or meeting location and return.
4. Auto Rental – may be used when cost effective.
5. Airfare – Round trip, non-refundable, 21-day advance purchase (if possible) coach airfare including baggage fees. If purchasing upgraded airfare, please document the cost of the coach fare for that trip to provide reimbursement for the coach portion.
6. Lodging – Room rate plus tax for the designated duration of the meeting. The number of nights allowed will be clearly conveyed by the staff liaison. If the meeting is in conjunction with an MCAA event or conference, the rooms may or may not be reimbursable. The staff liaison will communicate what is covered. Travel considerations for extenuating travel circumstances will be considered on a case-by-case basis.
7. Meals – During trip and travel if not provided by MCAA.
8. Tips – Bellman, skycap, maid, etc.

### **Antitrust:**

All MCAA Committees are committed to fostering an open, competitive market, adhering to all anti-trust laws and regulations. As members, we pledge to avoid any actions or discussions that may infringe upon these principles, including but not limited to discussions about price fixing, bid rigging, market allocation, or any other conduct that could potentially restrict competition. Our interactions, both within the committee and externally, will be transparent, fair, and promote healthy competition. We recognize that any breach of these anti-trust policies could result in severe legal and reputational consequences for both the individual, the committee and MCAA as a whole.