

## OVERVIEW: BUDGET COMMITTEE

### Purpose

The primary purpose of the Budget Committee is to oversee the organization's allocation of resources. This is accomplished through their review and approval of the corporate budget for the upcoming year.

### Structure & Leadership

The committee is led by the Chair. The Budget Committee is made up of 8 members which include the five current Executive Committee members, the in-coming Treasurer-elect, and two at-large members.

### Expectations & Responsibilities

Committee members are expected to:

- Active participation in the annual budget review meeting.
- Lend expertise and perspective in evaluating the proposed annual budget.

Committee member responsibilities are broadly described below.

- Review the proposed draft budget for the upcoming year.
- Provide input regarding the proposed funding and expenditures for the organization.
- Approve the budget for presentation to the Board at the Convention Board of Directors meeting.

### 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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- At-large committee members will serve a (1) year term. At-large members may be reappointed upon the recommendation of the Executive Committee.
- One in-person meeting per year in early December plus preparation time to review the budget in advance.

### **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.