

## OVERVIEW: CAREER DEVELOPMENT COMMITTEE

### Purpose

The Career Development Committee connects students with MCAA members for potential internships and full-time employment. Student chapter programming, highlighted during the GreatFutures Forum, encourages students to dig deeper into exploring mechanical contracting as a career path by offering educational offerings and opportunities. The committee encourages MCAA employment connections through use of multiple communication platforms, targeted programming and with the development and maintenance of targeted resources.

The committee supports the growth and success of mechanical contractors by developing the groundwork for student relationships within their student chapter, for peer-to-peer relationships within the GreatFutures network of schools, between students and their local affiliated chapter, and overall with MCAA for the wide variety of educational materials and the future leadership potential it has to offer program alumni upon graduation.

### Structure & Leadership

The committee is led by the Chair and member involvement is overseen by an MCAA Staff Liaison Michele Hoffman.

### Expectations & Responsibilities

Committee members are expected to:

- Serve on at least one Sub-Committee
  - Scholarships and Grants
    - Annual review of applications and scoring criteria
    - Selection of scholarships, chapter of the year, educator of the year, and additional awards such as emerging chapter grants
  - GreatFutures Forum Planning
    - Sounding board for overall forum theme, speakers, sessions, and flow
    - Destination selection
  - Student Chapter Competition
    - Annual selection of the project and review of scoring criteria
    - Competition judges – first round, stage round/audience, MVP winner
  - Alumni
    - Develops the link between current students and alumni
    - Serves as program ambassadors to local chapters
  - Connecting the Dots
    - Creates resources for networking/employment opportunities
    - Collaborates on resource guide content and communication projects

Committee member responsibilities are broadly described below.

- Attend meetings and actively participate in discussion, share ideas and feedback
- Review meeting materials and provide input in a timely manner
- Contribute as a speaker, when practical, at the GreatFutures Forum

## **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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- One (1) Year Term – Re-evaluation annually from the recommendation of Chair and Staff Liaison to the MCAA Executive Committee.
- Three in-person meetings per year:
  - MCAA Annual Convention (1 hour meeting)
  - Summer CDC Meeting (1 ½ days)
  - GreatFutures Forum (Wednesday Evening – Saturday Afternoon)  
+Virtual sub-committee meetings as needed (1-4 annually, per sub-committee)

## **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.