

## OVERVIEW: EDUCATION COMMITTEE

### Purpose

The Education Committee develops and promotes the educational programs for MCAA, focusing mostly on the Annual Convention planning. The committee aims to bring their knowledge and ideas of what the industry needs and how we can apply it into an educational format for all members. An important task of this committee is to host an education session during the convention by welcoming & closing a speaker, while capturing all feedback.

### Structure & Leadership

The committee is led by the Chair identified from within committee membership and selected by the MCAA Executive Committee. Committee participation is overseen by an MCAA Staff Liaison Lesley Ravas.

### Member Expectations

Committee members are expected to:

- Review MCAA resources.
- Lend expertise in recommendations of best practices in the industry.
- Measure content for relevance.

### Responsibilities

- Serve in an advisory role to guide the committee.
- Serve as a host for an educational session at the Annual Convention.
- Research future possible speakers for future programs.
- Expresses ideas and provides input on the subject.
- Actively participates in meetings contributing to the discussion, brainstorming and sharing innovative ideas.
- Reviews material and provide input for improvement.

## **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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- Two to three meetings per year. One in person at the June Advisory Meetings & two virtual throughout the year.
- Three (3) year term with a possible second three (3) year term based on recommendation of Chair and Staff Liaison to the Executive 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.