

## OVERVIEW: MSCA EDUCATION COMMITTEE

### Purpose

The MSCA Education committee develops and promotes the MSCA Annual Education Conference, as well as reviews the MSCA Education offerings throughout the year with an overarching goal of providing educational resources for service contractors in the MCAA. The committee aims to improve the overall performance and competitiveness of mechanical service contractors by providing information on topics such as leadership, financial management, safety, human resources, and recruitment/retention. The committee supports the growth and success of mechanical service contractors through the development and dissemination of these practices to help member contractors operate more efficiently and effectively, increase profitability and better serve their customers.

### Structure & Leadership

The committee is led by the MSCA Education Committee Chair and member involvement is overseen by an MCAA Staff Liaison Teresa Pezzi.

### Expectations & Responsibilities

Committee members are expected to:

- Create the content for the Education Conference (Keynote speaker selection, education session themes, bonus program).
- Develop roundtable topics and facilitate in person at the conference.
- Review and revise MSCA Education Courses.

Committee member responsibilities are broadly described below.

- Expresses ideas and provide input.
- Actively participate in meetings contributing to the discussion, brainstorming and sharing innovative ideas.
- Reviews material and provide input for improvement.

## **Terms & Time Commitments**

---

*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.*

---

- Three (3) year term with a possible second three (3) year term based on recommendation of Chair and Staff Liaison to the Executive Committee.
- One meeting per year in person (January/February), plus additional virtual meetings as needed (3-5/year). Attend the annual MSCA Education Conference in person.

### **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.