

OVERVIEW: PROJECT MANAGEMENT EDUCATION COMMITTEE

Purpose

This committee is responsible for the oversight and provision of MCAA's national project management training programs: the Preparatory Institute for Project Management (Pre-IPM), Institute for Project Management (IPM) and Advanced Institute for Project Management (AIPM).

Structure & Leadership

The committee is led by a Chair and Vice-Chair identified from within committee membership and selected by the MCAA Executive Committee. Member involvement is overseen by the Pre-IPM/IPM/AIPM Director and MCAA Staff Liaison Amy Harding. Guidance on program and content development is provided by MCAA's Director of National Project Management Education.

Expectations & Responsibilities

Committee members are expected to:

- Actively participate in committee meetings and programmatic development by contributing to discussion and brainstorming topics.
- Serve as onsite facilitators and instructors two to three times annually at the Institute for Project Management.
- Facilitate an open and positive classroom environment for respectful discussion.
- Encourage peer-to-peer learning and engagement amongst students.
- Commit to the committee policy that no committee member will recruit potential employees from any student group with which they come into contact.
- Advise committee leadership immediately, should their employment status change during their appointment (e.g. retirement, departure from employer).

The responsibilities of a PMEC member are broadly described below. Members may also be asked to make additional contributions as part of a working group or taskforce specific to a programmatic change or innovation, under the guidance of the Program Director & MCAA's Director of Project Management Education.

- To serve in an advisory capacity, drawing on their experience as leaders of project managers to help identify topics and content essential to the development and success of PMs and the companies that employ them.
- To review and assess attendee feedback as provided by Pre-IPM/IPM/AIPM attendees.
- To serve onsite at the IPM and AIPM in Austin TX as facilitators and instructors.
- To collaborate with other committee members and Program Directors to ensure the content of IPM/AIPM sessions is consistent and complimentary.
- As instructors and facilitators, to serve students as a resource and offer insight or guidance on issues they face as mechanical PMs.
- Under the guidance of the Directors, to develop and revise IPM and AIPM course content.

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.

- Volunteers are appointed to the P MEC for an initial three (3) year term.
 - During the first year of their appointment, members are expected to 'tour' the two-week IPM program. Although attending the program 'in sequence' – with an entire Week 1 followed by an entire Week 2 session – is recommended, the Staff Liaison will work with new members to spread their attendance over a year's worth of programming (two full sessions) if necessary.
 - In Years 2 & 3, average P MEC time commitment is 5-6 days plus travel: an annual one-day meeting (location varies); and two separate 2- or 3-day sessions of onsite teaching/facilitating in Austin TX.
- In addition to attending one annual in-person committee meeting, members are expected to participate in occasional online meetings when issues or development opportunities arise.

The P MEC is unique among MCAA committees in that the majority of its members are a *teaching faculty*. After a member's initial three-year term, they may be invited to join the faculty and serve an additional term as a faculty member and lead instructor in one or more of the programs overseen by the committee.

Appointment Criteria

The following criteria are used when assessing applicants for appointment to the Project Management Education Committee

Required:

- Individual is an active mechanical contractor (currently employed by an MCAA member company).
- Individual holds an executive-level title (e.g. at least VP or equivalent) at their company.
- Individual has been a mechanical Project Manager, and has managed Project Managers.
- Individual demonstrates a passion for collaborating and sharing knowledge for the betterment of the industry.

Preferred:

- Preference is given to IPM/AIPM alumni.

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.