



November 13, 2023

To: MCAA Affiliated Association Executives
From: Timothy J. Brink, CEO
Subject: Call for Nominations for MCAA's Board of Directors for 2024

The future of MCAA is fundamentally linked to the quality of the individuals who serve on its Board of Directors. The time has arrived for the nomination of individuals to fill **four vacancies** on the MCAA Board. The Board term will begin in March 2024, at the conclusion of the Orlando Convention.

After the cutoff date for the receipt of nominations, President Robert Beck will appoint a Nominating Committee chaired by Immediate Past President Bob Bolton. The Nominating Committee will interview Board candidates at the 2024 convention.

Please use the enclosed form, and any other materials you wish to submit, to advise the MCAA Nominating Committee of your nomination. Please email your nomination to Megan Willson (mwillson@mcaa.org) **by January 12, 2024.**

All Board members continue to be chosen, as they always have, for their commitment to the industry, their capabilities, their willingness to serve the association and their involvement in local and national activities.

Thank you for giving this important matter your consideration. Should you have any questions please feel free to call me at 301-990-2205.

Enclosure – Nomination Form

cc: Board of Directors
Past Presidents



MCAA Board of Directors Roles and Responsibilities

Purpose:

MCAA's National Board of Directors serves as a governing board for all Association matters.

Board Members Responsibilities:

- Serve in an advisory role to govern Association practices.
- Represent the national, as opposed to a local or regional interest
- Serve on national committees and task forces when called upon
- Support MCAA's advocacy efforts, including the PAC
- Attend key association programs and conferences
- Actively participate in all Board meetings contributing to the discussion, brainstorming, and sharing of innovative ideas.

Time Commitment for Board Members:

MCAA's Board of Directors traditionally holds three meetings each year; one at the beginning of each annual Convention, one at the closing of each annual Convention, and one Summer Meeting. All of these meetings are held in person.

Board Commitment:

Two (3) year terms.

Board of Directors Meetings Reimbursement Policy:

MCAA's expense reimbursement policy for the Summer Board Meeting is as follows:

- **Executive Committee** – four nights of room rate and tax paid directly to the hotel by MCAA.
- **Board Members and Past Presidents** – three nights of room rate and tax paid directly to the hotel by MCAA.
- If you choose to stay beyond the allotted number of days, you will need to provide a credit card to cover the additional time.
- All attendees will need to provide a credit card at check-in to cover incidental expenses. These expenses are the responsibility of the member and will not be reimbursed by MCAA.

Reimbursable Expenses

- **Airfare**- Round-trip, non-refundable, 21-day advance purchase, coach airfare is reimbursed for the Executive Committee, Board Members, Past Presidents, and their partners - including baggage fees. (Please note that partner travel reimbursed by MCAA is considered taxable income by the IRS; therefore, you will receive a 1099-NEC if the value equals or exceeds \$600.00. If you do not wish to receive a 1099-NEC, please submit your partner's airfare in the amount of \$599.00)
- **MCAA does not reimburse for upgraded airfare** (first class, business class, upgraded economy, etc.). If you choose to purchase non-reimbursable airfare, please book a dummy coach ticket at the time of booking to turn in with your expenses for reimbursement.
- **Local ground transportation**- MCAA will reimburse the roundtrip cost of a taxi or Uber between the airport and the hotel.
- **Rental Car & Parking**- MCAA will reimburse the cost of a standard rental car for anyone driving to the destination. MCAA will also cover on-site parking at the hotel.
- **Airport Parking**- MCAA will reimburse the cost of parking at your home airport or the taxi/Uber charge to/from your home if you do not drive to the airport.

MCAA's Convention Board Meeting reimbursement policy is as follows:

- There are two Board meetings at the Convention. Board members and Past Presidents receive a per diem for each Board meeting they attend for a maximum check of \$1,000. Executive Committee members will also receive a per diem for the Executive Committee meeting for a maximum check of \$1,500, except for the President whose lodging and travel expenses are covered by MCAA.
- Airfare, travel, and incidental expenses are not reimbursed.

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.



**MCAA BOARD OF DIRECTORS
NOMINATION FORM**

**Name & Title of Individual
Being Nominated:**

Company:

Address:

Please tell us about the candidate you are nominating for MCAA's Board of Directors. If the individual's nomination is being endorsed by a local association, please do indicate at the end of this form.

NATIONAL ACTIVITIES

A. National Committees Served On and Year Joined:

B. Other National Activities Involved In:

LOCAL ACTIVITIES

A. Positions Held Within Local Association:

B. Local Committees Served On:

COMPANY and PERSONAL

To further assist the Nominating Committee, please use the following space to provide additional information on the individual you are nominating:

< **Market sectors the candidate's company is engaged in:**

< **The candidate's civic activities;**

< **The candidate's business and professional affiliations.**

Nominated by:

Endorsed by:

(Local Association)

Date: