

MBCEA Accreditation Committee Charter

Authority

1. The Accreditation Committee is a committee of the MBCEA Members established pursuant to Article 10 of the MBCEA Bylaws.

Membership

1. The Accreditation Committee shall have a Committee chair appointed by the President as approved by the Executive Committee.
2. The Committee shall have at least five (5) members.
3. A vice-chair shall be appointed by the chair and committee members.

Operations

1. Meetings of the Committee may be called by either the Committee chair, vice-chair, or two (2) or more members of the Committee upon at least five (5) days' written notice of the place, date and time of such meeting.
2. The Committee will meet at such frequency as it may determine but shall meet at least quarterly per year. The chair or vice-chair of the Committee will preside over Committee meetings.
3. The Chair and Executive Director shall meet on a monthly basis with IAS (Marketing/Operations).
4. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting at which a quorum is present.
5. The Committee will report its activities to the Board and will keep minutes of its meetings, posted on the [Committee Webpage](#).
6. The Executive Director will serve as the Committee's staff liaison.

7. The Committee will review this charter periodically and recommend any proposed changes to the Executive Committee.

Responsibilities

1. The Accreditation Committee shall work with membership and IAS to ensure program integrity and relevance.
2. The Accreditation Committee shall be responsible for defining the AC478 Accreditation program message and aligning with the marketing committee to promote the AC478 Accreditation program.
3. The Accreditation Committee shall assist MBCEA contractor and erector members achieve accreditation.
4. The Accreditation Committee will report the committee's budget update to the Board at each regular meeting of the Board and submit recommendations thereon. It also will develop an annual committee budget for discussion and approval within the Finance Committee's 4th quarter meeting.
5. The Accreditation Committee shall assist the Board of Directors in fulfilling its oversight responsibilities related to accreditation consistent with the board's long-term goals as laid out in the strategic plan, posted on the [Committee Webpage](#).
6. The Accreditation Committee shall provide the Executive Committee with the current year's plan within 60 days of the calendar new year.