

MBCEA Conference Committee Charter

Authority

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

Membership

1. The Conference 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, the Executive Director 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 a meeting.
2. The Committee will meet at such frequency as it may determine. The Committee Chair will preside over Committee meetings.
3. 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.
4. The Committee will report its activities to the Board and will keep minutes of its meetings, posted on the [Committee webpage](#).
5. The Executive Director will serve as the Committee's staff liaison.
6. The Committee will review this charter periodically and recommend any proposed changes to the Executive Committee.

Responsibilities

1. Association Membership

- The Conference Committee shall provide the suggested location to the Board of Directors, with logistic analytics for the Annual Conference in accordance to the bylaws, likely to be two years ahead of the actual event.

- The Conference Committee shall plan, and fill in the agenda of the Annual Conference, respective to the year's tract: Management or Crews (alternating years) including; association governance positions, keynote speaker(s), breakouts, golf/outing and team building event.

2. Financial

- Leveraging budget data of previous Annual Conferences, and Registration, make choices on hotel blocks, dining, keynote speaker fees, sponsorships, etc. to best assure at least a break-even budget of the annual conference and share of the MBCEA app cost.
- Summarize and present to the Board of Directors the final budget report of all monies received and paid for the respective annual conference.
- It also will develop an annual conference budget for alignment during quarterly Finance Committee meetings.

3. Administrative

- The Conference Committee shall assist the Board of Directors in fulfilling its oversight responsibilities related to education, income and networking consistent with the board's long-term goals as laid out in the strategic plan, posted on the [Committee webpage](#).
- The Conference Committee shall provide the Executive Committee with the current year's plan within 60 days of the calendar new year.