

MBCEA Education and Training Committee Charter

Authority

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

Membership

1. The Education and Training 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. 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. The Education and Training Committee shall be responsible for developing and delivering relevant, industry-forward training, and requests in support of MBI.
2. Review and update existing training as necessary.
3. Assist the conference committee in providing industry current and relevant training and education at the annual conference.
4. The Education and Training 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 Education and Training Committee shall assist the Board of Directors in fulfilling its oversight responsibilities related to educating and training the membership and industry consistent with the board's long-term goals as laid out in the strategic plan, posted on the [Committee webpage](#).
6. The Education and Training Committee shall provide the Executive Committee with the current year's plan within 60 days of the calendar new year.