

# **MBA Document Custody Subcommittee Education Workgroup**

## **Mission Statement**

MBA's mission is to serve its membership by representing their legislative and regulatory interests before the United States Congress and federal agencies; by meeting their educational needs through programs and a range of periodicals and publications; and by supporting their business interests with a variety of research initiatives and other products and services. MBA performs four primary roles as it works to serve its members and their business interests. We are the voice of the real estate finance industry; a learning center; a forum for sharing information and ideas; and, we are the real estate finance industry's partner in Washington.

### **The Document Custody Education Workgroup's mission:**

To support and enhance MBA's mission of being a forum for sharing information and ideas. The Education Workgroup will achieve its mission through established annual goals and initiatives agreed upon through the Document Custody Subcommittee

### **Objectives:**

1. To promote, design, support and present educational training and opportunities regarding the mortgage banking industry as it pertains to Document Custody.
2. To continue to support, develop and enhance Document Custody training offered in the General Workshop of the annual Document Custody Conference.

### **Structure:**

1. The Education Sub-Committee will consist of a:
  - Chair
  - Vice-Chair
  - Project Leads (work groups for achieving each year's goals)

### **Process:**

1. The Chair of the Education workgroup will coordinate the goals and strategies of the committee with the assistance of the Vice-Chair and will submit said goals and strategies to the Vice-Chair of the Document Custody Subcommittee annually.
2. The Vice-Chair will assume the role of the Chair in the event that the Chair is unable to facilitate the scheduled monthly meeting or in the event that the Chair is unable to fulfill his/her obligations as Chair
3. The Education Workgroup will meet at least monthly or as needed via Conference Call.

### **Responsibilities:**

1. To adopt initiatives and goals that will support and enhance MBA's mission of being a learning system and a forum for sharing information and ideas
2. To plan, develop or enhance the training offered in the General Workshop of the annual Document Custody Conference.

3. To facilitate the General Workshop and any other education training session provided at the annual MBA Document Custody Conference
4. To coordinate the participation of the agencies at the annual conference with respect to training sessions, user group forums, or any other initiative requested by the Document Custody Subcommittee.
5. To actively support the initiatives of the Document Custody Subcommittee.