

# CDCB Producer Advisory Committee

Last revised: April 21, 2026

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## 1. Background

The CDCB bylaws Article IV 3(C) establishes that *“The board of directors shall have a producer advisory committee, with such membership and duties as shall be described by the board of directors in a committee charter or board of directors’ policy. Each member of the Producer Advisory Committee shall serve for a two-year term. Members are elected at the April meeting of the CDCB Board of Directors and their term begins on August 1 of the year they are elected and expires July 31<sup>st</sup>, two years from the date of election to the PAC. The Board of Directors may remove any member of the Producer Advisory Committee at any time without cause.”*

The Producer Advisory Committee (PAC) is appointed by the CDCB Board of Directors to provide advice to the Board of Directors in support of the development of strategy, policy, and activity. This will include the identification of future priorities and opportunities to be pursued by CDCB in its goal of fulfilling its mission.

PAC members are dairy producers who have demonstrated leadership among their peers and are committed to the improvement of the dairy industry.

## 2. Purpose

The PAC exists to advise the CDCB Board of Directors on strategy, priorities, and policies, bringing the perspective of the final users of CDCB products and services.

## 3. Scope

Identifying evidence requirements, and drawing on existing evidence as appropriate, the PAC will:

- advise on strategic direction – recommend the development of strategic directions for the benefit of dairy producers.
- advise on priority areas and topics – recommend new priority areas, actions or interventions to be taken to address priorities, and when to cease or reduce investment in existing areas.
- advise on policy – recommend current policy reviews and policy development for the benefit of dairy producers.

These Terms of Reference are effective from (April 2027) and will be ongoing until terminated by the CDCB Board of Directors.

## 4. Membership

The CDCB Board of Directors shall elect up to nine individuals for the Producer Advisory Committee during the April CDCB Board meeting. Members will serve a two-year term that begins on August 1<sup>st</sup> of the year they are elected and expires July 31 two years from the date of election to the PAC.

The CDCB Board Chair shall appoint one of the PAC members to serve as the committee chair. The chair term is one year.

No individual may serve more than two consecutive two-year terms on the PAC; such individual shall be eligible for re-election as a PAC member following a one term absence from the committee. Four members will be elected in even years, and five members will be elected in odd years for continuity of the committee.

PAC members shall have their PAC-related expenses covered by CDCB and receive a per diem of \$200 per in-person meeting attended, plus \$100 per conference call attended.

CDCB directors are invited to present candidates for the PAC in due time before each CDCB April meeting. A nomination form highlighting the candidate's qualifications to serve as a PAC member should be submitted to CDCB during the nomination process before the April meeting. A PAC member should fulfill the following criteria:

- Have an active role in a successful dairy operation.
- Have demonstrated leadership among dairy producers and understanding of the dairy industry as a whole.

## 5. Accountability

The PAC is a non-executive body appointed by and reporting back to the CDCB Board of Directors.

## 6. Roles and responsibilities

### **PAC:**

- To provide advice to the Board of Directors in support of the development of strategy, policy and activity.
- To meet with the CDCB Board of Directors to deliver its annual report and to be consulted on matters of interest for CDCB leadership.

### **Membership:**

- To put the interests of CDCB above any personal or corporate interests or preferences when making recommendations.
- To attend all scheduled PAC meetings and conference calls.

- To keep confidentiality on all PAC internal discussions and discussions with the CDCB Board of Directors.

**Chair:**

- To facilitate the schedule of PAC meetings and conference calls.
- To establish the agenda and organize the materials for the PAC meetings and conference calls.
- To prepare reports with PAC recommendations to the CDCB Board of Directors in due time.
- To chair meetings and calls.
- The CDCB staff will provide logistical support to the Chair.

## **7. Meetings**

The PAC will meet at least once a year with the CDCB Board of Directors and have regular conference calls in order to fulfill its purpose and perform its roles and responsibilities.

## **Confidentiality Agreement:**

As a member of the Council on Dairy Cattle Breeding's (CDCB) Producer Advisory Committee, I acknowledge that in the course of reviewing the evaluation materials I will be exposed to valuable confidential data of CDCB. I agree to treat all the information as confidential and to take necessary precautions against disclosure of such information to any third parties prior to the information being available to the public. I agree to review the material provided to me by the CDCB in a confidential manner, and I will not use the information for my own personal benefit or the benefit of relatives, friends, or my employing organization prior to the time the information is available for public release.

Reviewer's signature: \_\_\_\_\_

Date: \_\_\_\_\_