



Holstein Association USA Committee Charter *Junior Advisory Committee*

Staff Liaison: Kelli Dunklee, Convention & Youth Programs Manager

Purpose

The Junior Advisory Committee (JAC) serves as the governing body of the National Junior Holstein Association. Its primary purpose is to act as a sounding board for Junior members and advisors, overseeing the organization's activities and providing guidance to ensure the continued growth and development of Junior programs.

The Committee serves in an advisory capacity to the Holstein Association USA Board of Directors and staff.

Scope

The following topics are appropriate for discussion at committee meetings.

- **Monitoring and Enhancing Junior Programs:** Brainstorming, considering, and implementing suggestions for improving the Junior programs offered by HAUSA and the Holstein Foundation.
- **Representation:** Acting as representatives of the Junior membership, bringing forward ideas and concerns to the Holstein Association USA Board of Directors.
- **Event Participation:** Serving as HAUSA representatives during the National Junior Holstein Convention, which includes making announcements, delivering speeches, and participating in activities.
- **Communication:** Promoting two-way communication between Holstein Association USA, Junior members, and their state and regional Junior Holstein organizations. The committee helps ensure that youth perspectives are heard and considered in decision-making, while also helping relay updates, opportunities, and organizational priorities back to Junior members.

Committee Member Qualifications

- Be active Holstein Association USA members in good standing
- Demonstrate leadership skills and a commitment to the dairy industry.
- Review and comply with the HAUSA Committee Member Code of Conduct
- Demonstrate ethical leadership, prioritizing association interests over personal or business agendas

Adopted June 23, 2025

- Maintain confidentiality when required
- Approach discussions with objectivity and a forward-thinking mindset

Composition

The Junior Advisory Committee is unique in its composition, with some seats being appointed, some elected, and some selected through an application process.

- **Current HAUSA Board Members:** The President will appoint a current board member as a Facilitator as well as one (1) additional board member committee member.
- **Youth Members:** A total of six youth members, with four representing designated districts across the U.S. and two serving in at-large positions. Youth members serve one two-year term and are elected during the National Junior Forum.
- **Adult Members:** Four adult members, each representing one of the four designated areas across the U.S. Adult members are allowed to serve a maximum of two, two-year terms. Adults are selected by the Holstein Associations USA President based on an application process and serve to provide guidance and support to the youth members.

Roles and Responsibilities

- **Staff Liaison:** Organizes meetings in coordination with the Committee Chair, prepares and shares pre-meeting materials in a timely fashion, makes presentations and recommendations for the committee's consideration, prepares meeting minutes, works with Communications staff to disseminate information in accordance with the HAUSA Committee Recommendation Public Disclosure Policy, works with Committee Chair on committee update for the Annual Meeting.
- **Committee Chair:** Approves agendas along with Board Facilitator, leads committee discussions, ensures productive meetings, and presents an update on activities at the National Junior Forum.
- **Board Facilitator:** Approves agendas along with Committee Chair, provides support to discussions, and presents recommendations to the board of directors.
- **Committee Members:** Prepare for meetings by reviewing materials in advance. Actively participate in all committee meetings, representing members' best interests using their expertise & experience.

Meetings

Junior Advisory Committee members are all expected to attend the entire National Junior Holstein Convention each year. The Junior Advisory Committee meets at least once annually, separate from the Convention. Additional meetings may be scheduled as needed. Meetings may be either virtual or in-person, as dictated by the length and depth of the meeting agenda.

Committee members must disclose any potential conflicts of interest and recuse themselves from discussions or votes where appropriate.

A quorum is established when more than 50% of voting committee members are present at a meeting. Only voting committee members in attendance, whether in person or virtually, count toward quorum and may vote on committee matters.

Non-voting advisors, staff, board officers, speakers, and other invited guests may attend and contribute to discussions as appropriate but shall not participate in votes or count toward quorum.

Decisions are made by a simple majority vote of the voting committee members present at the meeting. All committee actions are considered advisory and require final approval by the Holstein Association USA Board of Directors.