



## THE HOLSTEIN-FRIESIAN ASSOCIATION OF AUSTRALIA INCORPORATED

### BREED DEVELOPMENT AND CONFORMATION COMMITTEE

#### TERMS OF REFERENCE

*(Updated November 2017)*

#### **1. Preamble**

The Breed Development and Conformation Committee is responsible for setting direction for the present and future production and functional characteristics of the Holstein breed in Australia. This is achieved by developing and implementing policies and procedures that maintain the breed's integrity through the classification for type system matched to the world breed standard.

The Committee is assisted by the Board and the Strategic Directions Committee in its work.

#### **2. Authority and Scope**

##### *Authority*

The Breed Development and Conformation Committee is established under Section 5 rule 62 of the Rules of the Holstein-Friesian Association of Australia Incorporated.

The Board of the Association authorises the Breed Development and Conformation Committee, within the scope of its responsibilities to;

- Perform activities within its Terms of Reference
- Seek any information from any employee (all employees are directed to co-operate with any request made by the BDCC), external parties or member of the Association. In normal circumstances such enquiries will be made through the Chief Executive Officer.
- Obtain outside legal or other professional or expert advice to assist in undertaking its responsibilities

##### *Scope*

The Breed Development and Conformation Committee shall administer the Type Classification Scheme and consider matters relating to the further development of the breed and shall perform such other functions and duties as may from time to time be imposed on it by the Board.

#### **3. Purpose and Responsibilities**

The Breed Development and Conformation Committee shall be empowered to:

##### ***3.1 Direction and Defining Characteristics of the Breed***

Set goals for the present and future direction of the breed in terms of production and functional characteristics, so that the Holstein remains the pre-eminent dairy breed.

### **3.2 Technical Policy**

Recommend technical policies and standards to ensure the type classification system is relevant to the needs of and direction of the breed and is consistent with world best practice.

To formulate policies and to establish guidelines for technical aspects of the classification programme and monitor the implementation of these policies and guidelines through reviewing graphs and classification work at least annually. The BDCC does not have management responsibility for the classifiers.

### **3.3 Communication, Education and Promotion**

Consider and suggest means for consideration by the Board, such that the goals and defining parameters of the breed are widely known and acknowledged by breeders, dairy farmers generally, the Australian industry and throughout the world.

### **3.4 Industry Liaison**

Provide input to and liaison with key industry players, such as DataGene, AB companies, milk companies and any other relevant industry organisations, so that the value of Australian Holsteins is recognised and that Holstein Australia's view of the breeding direction and value of the Australian Holstein is adopted and supported by industry decisions and actions. Consider, suggest and, where appropriate, become involved in the broadening of Holstein Australia's classification services to, where appropriate, include other breeds, industries, or to the international community.

### **3.5 Australian Holsteins in the World**

Understand and monitor world Holstein issues as they affect the breed globally and the competitiveness of Australian Holsteins and Holstein genetics throughout the world. This will involve having awareness of the activities of the World Holstein-Friesian Federation, Interbull and Holstein Associations throughout the world.

### **3.6 Breed Integrity**

Ensure that the integrity of the breed is maintained. This will involve determining policies to deal with such matters as genetic defects and their reporting, record standards, etc.

### **3.7 Recognition**

Consider and suggest ways in which high performing Holsteins can be recognised in the industry, through such means as awards, prizes, promotional material (including The Australian Holstein Journal, Holstein Australia's web site) promotional competitions (e.g. Semex- Holstein Australia On Farm Competition).

### **3.8 Commercial Opportunities**

Consider and suggest ways in which members can gain additional value through the sale of Holsteins and Holstein genetics, e.g. market sales, export sales, sales of genetics such as bulls/semen and embryos (to AB companies via the Holstein Australia web site, through shows or breeders own sales, etc). Consider and suggest ways in which Holstein Australia may benefit commercially from the sale of Holsteins and Holstein genetics (e.g. royalties, animal sales, etc).

### **3.9 Co-opting of Expertise**

The committee may recommend temporary appointments to its membership, for approval by the Board, in order that prospective committee members can be exposed to the workings of the committee. Specific expertise can be co-opted to enhance the expertise of the committee, and the interest of promising young breeders in breed development matters can be developed.

### **3.10 Technical Standards**

Formalise, in consultation with management, all classification policies into a set of Classifier directives. Ensure that these directives are kept up to date.

### **3.11 Service Development**

Consider and suggest additional services that could be undertaken to broaden the scope of animal evaluation services to be conducted by Holstein Australia, e.g. provision of animal evaluation services for export to commercial farmers, to the industry and government agencies.

### **3.12 Planning of Tours**

With the assistance of the Classification Co-ordinator review the tour program to ensure that members' classification needs are optimally matched with available resources.

### **3.13 Promotion**

Consider, suggest and, where appropriate, assist with the promotion of classification services, particularly at regional level, so that all dairy farmers and industry are aware of the value of Holstein Australia's classification services. Consider and suggest how farmer and industry usage of classification services could be maximised. Present and promote the classification services in a positive and constructive manner throughout the industry at all times.

### **3.14 Member Issues**

Consider issues raised by members concerning the delivery of classification services provided, including suggestions for change, improvement, complaints and policy changes. Propose solutions to these issues. Assist with the preparation of information to be disseminated to members concerning classification, particularly concerning policies, achievements and directions. Treat member information with the utmost discretion at all times.

### **3.15 Recommendations**

The Classification Committee will make specific recommendations on breed and classification matters to the Board for decision and action.

### **3.16 Ethics**

Consider and review the Association bylaws relating to the ethical preparation and exhibition of registered Holsteins in particular the endorsement of the All Dairy Breeds National Show Ring code of ethics.

## **4. Membership and Chair**

Subject to Section 5 rule 62 of the Rules of the Association, the Breed Development and Conformation Committee shall:

4.1 consist of five members of the Association other than members of the Board.

4.2 members shall hold office for a period of four years and shall retire by rotation, but be eligible for re-election, save that a member of the Breed Development and Conformation Committee may serve in aggregate four (4) x three (3) year terms in that office.

4.3 at its formation have one (1) member elected for a one (1) year term, one (1) member elected for a two (2) year term, one (1) member elected for a three (3) year term, and two (2) members elected for four (4) year terms.

4.4 have one member re-elected every year, and two members elected every four years

4.5 consist of additional co-opted person/s as directed by the Board as it sees fit.

4.6 have the President or his Board nominee; preside as Chair with entitlement to a second or casting vote if required when votes are equally tied.

## **5. Meetings**

5.1 The Breed Development and Conformation Committee shall meet at least four times in each year at such place and such times as the Breed Development and Conformation Committee may determine.

5.2 Special meetings of the Breed Development and Conformation Committee may be convened by the Chair

5.3 Notice shall be given to the members of the Breed Development and Conformation Committee of any special meeting specifying the nature of the business to be transacted and no other business shall be transacted at such a meeting and at the Chair's discretion.

5.4 Any three/four members of the Committee, excluding the Chair, shall constitute a quorum for the transaction of the business of a meeting of the Breed Development and Conformation Committee.

5.5 No business shall be transacted unless a quorum is present and if within three hours of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week, unless the meeting was a special meeting, in which case it lapses.

5.6 If, at meetings of the Breed Development and Conformation Committee, the Chair is absent such one of the members as may be chosen by the members present may preside.

5.7 Questions arising at a meeting of the Breed Development and Conformation Committee shall be determined on a show of hands or if demanded by a member, by a poll taken in such a manner as the person presiding at the meeting may determine.

5.8 Each member present at a meeting of the Breed Development and Conformation Committee is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

5.9 Written notice of each Breed Development and Conformation Committee meeting shall be served on each member of the Committee by delivering it to them at a reasonable time before the meeting or at least two business days before the date of the meeting.

## **6. Reporting**

6.1 The Chair is responsible for the convening of all meetings, the compiling of all agenda and for ensuring that minutes are kept of all meetings of the Breed Development and Conformation Committee.

6.2 Members of the Breed Development and Conformation Committee, members of the Association through their appropriate sub branch and the Chief Executive Office may request the inclusion of item(s) in the agenda.

6.3 The agenda and supporting documentation should be delivered to the Committee members at least three working days and one weekend in advance of each meeting.

6.4 The proceedings of all meetings will be minuted to reflect the work done by the Breed Development and Conformation Committee.

6.5 Draft minutes of meetings of the Breed Development and Conformation Committee shall be prepared as soon as practical after each meeting, circulated no more than 14 days later to the Chair and then to members of the Committee. The minutes shall be confirmed at the next meeting of the Committee.

## **7. Review of the Breed Development and Conformation Committee**

The Breed Development and Conformation Committee will conduct an annual review of its activities, members and performance and report to the Board.