



## **Produce Safety Alliance Executive Committee Governance Document**

### **Purpose of the Executive Committee**

The Produce Safety Alliance (PSA) Executive Committee will act as the governing body for the PSA. The executive body will ensure that all objectives and Statement of Work timelines for completion and delivery of specific components of the Cooperative Agreement, No. 12-25-A-5357: Establishment and Maintenance of the Produce Safety Alliance (the Cooperative Agreement), are met or any deviation is justified and necessary.

### **Executive Committee Responsibilities:**

1. The Executive Committee (EC) will provide Governance for the PSA by:
  - a) Ensuring that subcommittees have representation from stakeholders identified in the Cooperative Agreement.
  - b) Reviewing and acting upon all recommendations from the Steering Committee and ensuring selected programs are feasible both financially and from an implementation perspective. Decisions will be made by consensus of the EC.
  - c) Facilitating all Steering Committee and Working Committee meetings.
2. Ensure that the steering committee and working committees adhere to the Cooperative Agreement.
3. Maintain a public record of notes from meetings that will be distributed to all Executive Committee Members. Summarized notes will be posted to the website for public disclosure.
4. Ensure that resources allocated to educational materials development and training are used in an effective and efficient manner to serve the needs of the Cooperative Agreement identified target audience namely, the produce industry (i.e., farmers and packers) and regulatory agencies, with special initial emphasis on educational outreach to small-scale farmers. Resources pertaining to day-to-day functioning of the PSA will be managed by Cornell University to ensure personnel are available to facilitate forward progress of the PSA, set up a schedule for meetings, and meet on a regularly scheduled basis.

**Executive Committee Composition:** This committee will include but not be limited to representatives from the following groups:

1. Cornell University
2. Food and Drug Administration
3. United States Department of Agriculture, Agricultural Marketing Service
4. United States Department of Agriculture, National Resources Conservation Service
5. Association of Food and Drug Officials
6. National Association of State Departments of Agriculture

## **Executive Committee Participants Responsibilities and Expectations:**

1. Commitment to achieving and staying focused on the goals of the Cooperative Agreement. These goals include the development of a national outreach program to assist the identified target audience namely, the produce industry (i.e., farmers and packers) and regulatory agencies, with special initial emphasis on educational outreach to small-scale farmers with understanding and implementing food safety practices such as Good Agricultural Practices and co-management practices on the farm.
2. Full active participation to assure continuity and progress and to reduce redundant briefings on issues. This means attending a majority of meetings and if missing a meeting, reading meeting notes to be aware of progress and issues.
3. Commitment of resources. Commitment to timely review and responsiveness to requests for review of issues.
4. Commitment to a positive approach to achieving the mission and goals of project.
5. Commitment to an open minded approach for compromise to allow for the best outcome of the project.
6. Respectful of other opinions.
7. Recognize the collective expertise in the room and encourage brevity in remarks to use time wisely.