

## Part 4 – Standing Committees

### **Section I.4.10: PCA Safety Chair**

The PCA Safety Chair promotes safety consciousness on the part of all PCA members and officers through various means. The Safety Committee consists of a Chair, who is appointed by the Executive Council, and committee members (Safety Officers) recommended by the respective Zone Representative.

Responsibilities include, but are not limited to:

- National/Administrative
  - Attend the Winter National Staff Assembly, the Annual Summer Membership Meeting and the Board of Directors teleconference meetings
  - Submit quarterly committee reports on activities from the preceding quarter
  - Submit an annual budget
  - Review Region Post Event, Observers and Incident Reports on all applicable events to assess for potential unsafe conduct
    - Reach out to event organizers and respective Regions Officers when there are questions or concerns about the safe execution of events
    - Report to the EC any repeated and/or multiple issues that do not conform to the event minimum standards that have occurred by a particular Region(s)
    - Recommend updates to the Post Event Report as needed in coordination with the PCA Insurance/Risk Management Chair and the PCA General Counsel for approval by the Executive Council
- Assess and advise, in conjunction with the responsible Parade Committee Chairs, on the viability and safety from the perspective of both event participants and Parade entrants for the Parade moving car events per the Parade Competition Rules
- Consult with non-competitive Parade Chairs, as needed, regarding safety concerns associated with the execution of the event (i.e. Staging venue; Gimmick Rally; Tours)
- Supervise the Safety Committee
  - Schedule meetings on a periodic basis to assist Regions with clarification of guidelines, minimum standards and ensuring these are taking place for all events.
  - Develop/update procedures/responsibilities for Regional Safety Chairs
- Coordinate with Zone Reps
  - Interface with the Zone Reps regarding Safety Committee activities as needed
  - Update Zone Reps during their meetings in conjunction with the Winter and Summer Meetings as needed
- Coordinate with Procedures Chair (RPM) and National administrative staff
  - Review pertinent sections of the RPM for updates and additions annually
  - Ensure latest versions of safety-related documents and reports are published/updated on [pca.org](http://pca.org)