

Part 8 – Other Appointments and Committees

Section I.8.15: PCA Driving Tour Chair

The PCA Driving Tour Chair provides oversight of the National driving tour program and leads the Driving Tour Committee (DTC) in administering and improving the program.

Procedures:

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 Post Event, Observers and Incident reports on Region tours to assess for potential unsafe conduct and for trends that may require revisions to the Minimum Standards
 - Report any trends noted to the EC as needed
- Supervise the Driving Tour Committee
 - Schedule meetings on a periodic basis to develop, publish and update the National Minimum Standards that delineate the safe conduct of all on-road and off-road driving tours
 - Develop/update procedures/responsibilities for Regional Driving Tour Chairs
- Coordinate with Zone Reps
 - Interface with the Zone Reps regarding Driving Tour Committee activities as needed
 - Update Zone Reps during their meetings in conjunction with the winter and summer meetings as requested
 - Present latest trends and findings on Region tours and tour management at Zone Presidents Meetings as requested
 - Communicate with the Zone Reps on region specific issues within their zone
- Communicate with members regarding Driving Tour Minimum Standard questions
- Periodically participate in region driving tours to assess compliance with the minimum standards
- Coordinate with Procedures Chair (RPM) and National administrative staff
 - Review pertinent sections of the RPM for updates and additions annually
 - Ensure latest versions of the Driving Tour Minimum Standards and reports are published/updated on pca.org