

BOARD OF DIRECTORS AND SUB-COMMITTEE POSITION DESCRIPTIONS 2024-2025

Society of Petroleum Engineers Calgary Section



Canada Office

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Introduction

The following document outlines the goals and responsibilities of the various roles on the SPE Calgary Section Board of Directors and subcommittees. This document is only meant to serve as an overview. *Further information regarding committee expectations and SPE Bylaws can be requested by contacting the Chair at calgarysection@spe.org.*

Our Mission

To collect, disseminate, and exchange technical knowledge concerning the exploration, development and production of oil and gas resources, and related technologies for the public benefit; and to provide opportunities for professionals to enhance their technical and professional competence.

Our Vision

Advance the oil and gas community's ability to meet the world's energy demands in a safe, environmentally responsible, and sustainable manner.

Election of Officers and Directors

Committee Directors are expected to serve a 2-year term in their position with option for re-election pending board majority vote beyond 2 years in the same position.

All officers and directors must be section members at the time of their election, in good standing with the SPE.

Please visit www.specalgary.com and select "Get Involved" to complete the application process to join the Board of Directors or any subcommittee. Applications deadline will be in the Spring every year. An application for Board of Directors must be accompanied by a nomination from at least 5 section members (form at the end of this document).

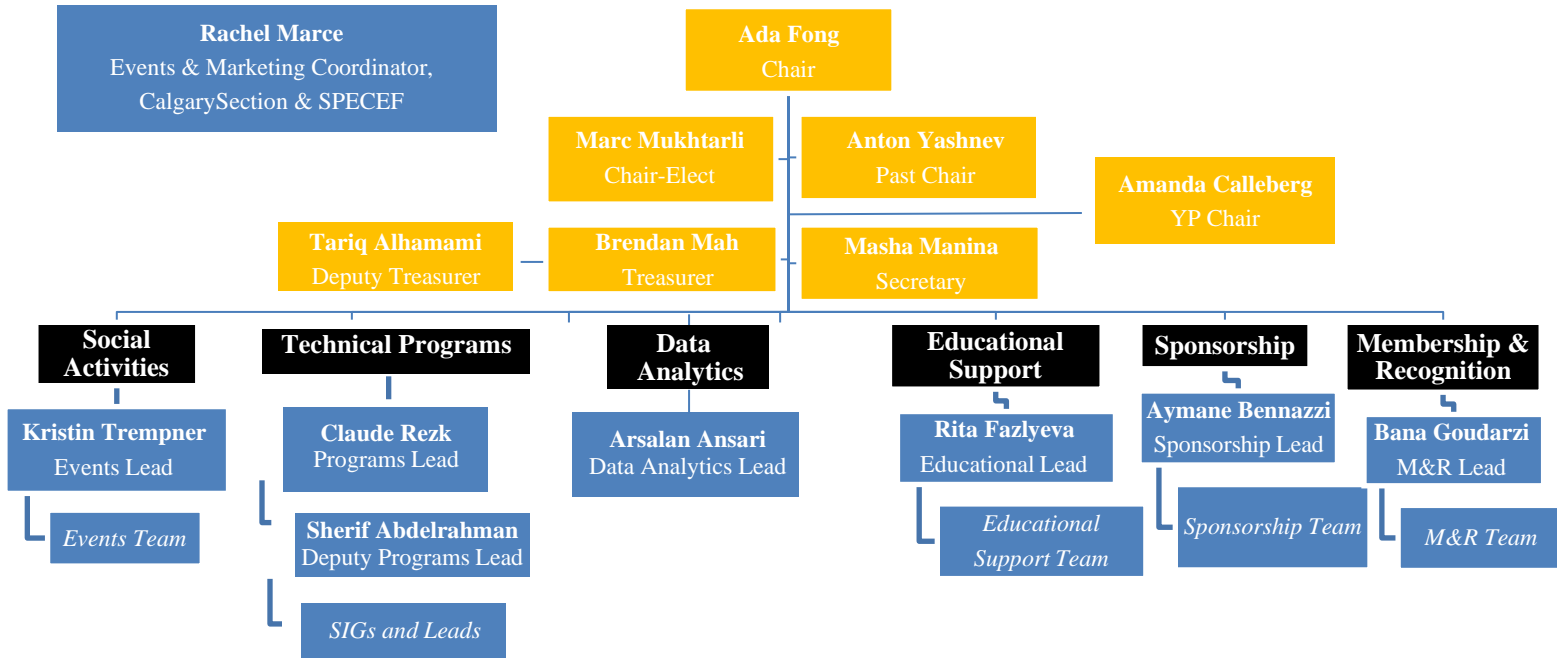
Important Cycles

- The board serves from July 01 to June 30
- The fiscal year runs from April 01 to March 30
- SPE reporting year runs from June 01 to May 30
- Events and activities run from September 01 to June 30

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SPE Calgary Section - Board Organizational Chart 2024-2025



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Chair

Goal

To promote the well-being of the section, the society, and the profession. The Chair will oversee all activity of the Board and preside over the strategic direction of the section throughout the year. The chair will also ensure the section is in compliance with all SPE International policies, promote the mission and vision of the SPE and ensure the section is well positioned to execute all activities planned for the term.

Role

The Chair should have good leadership, motivation, and communication skills while possessing the ability to work with various personalities. The Chair should understand the global mission of SPE and understand the section's role in relation to the SPE International Board and the SPE region. The chairperson will be committed to fiduciary responsibility.

Responsibilities include:

- Preside over meetings of the section board using Robert's Rules of order.
- Appoint all section committees and members of committees; replace committee members as needed.
- Communicate regularly with other officers; committee chairs; members via the SPE Connect, email, or phone.
- Communicate regularly with your Regional Director and SPE staff regarding section plans, needs, or challenges.
- Attend SPE section officer conferences and regional officer meetings.
- Ensure your section complies with all SPE policies.
- Submit an annual report by June 1.
- Conduct AGM for the year as Chairperson with the help of the Events team for organization of the event.
- Conduct election of section officers, ensuring that SPE is notified of the results. All officers must be SPE members in good standing.
- Make staff decisions, job posting, conduct interviews, and hiring.
- Other responsibilities may be dictated by long- and short- term goals developed by the section.

**Note the Chairperson role is an appointed position by the nominating committee, then approved by the board and requires a 3-year commitment (Chair-Elect, Chair and Past-Chair, 1 year each)*

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Chair-Elect

Goal

To prepare for the year as Chair, the Chair Elect shall be involved as an Officer of the Board. The Chair Elect will be kept informed and participate in planning, strategic decisions and long-term activities for the section.

Role

As an Officer the Chair-Elect shall attend board meetings and stay in regular communication with the Chair and Past Chair to learn and prepare for the following year as Chair.

Responsibilities include:

- Learn the Chair role and responsibilities.
- Chair and assign nomination committee for new Board Selection and nominations for year as Chair.
- Work with Chair, Treasurer, and incoming Treasurer to prepare and present the budget for the next year.
- Present next year's plans at AGM.
- Responsible to assist Chair as required, and serve as chair in the absence of the chair for meetings.
- Other responsibilities may be dictated by long- and short- term goals developed by the section.

**Note the Chairperson role is an appointed position by the nominating committee, then approved by the board and requires a 3-year commitment (Chair-Elect, Chair and Past-Chair, 1 year each)*

Past - Chair

Goal

To provide mentorship and support for Chair and Chair-Elect for 1 year following Chair role. Past-Chair will be kept informed and consulted in planning, strategic decisions, and long-term activities for the section.

Role

As a Director, the Past-Chair shall attend board meetings and stay in regular communication with the Chair and Chair Elect for mentorship and knowledge transfer as necessary.

Responsibilities include:

- Provide mentorship and knowledge transfer to Chair and Chair-Elect.
- Other responsibilities may be dictated by long- and short- term goals developed by the section.
- Participate on Membership and Recognition Sub-Committee.

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Secretary

Goal

Ensure all board meetings and official proceedings are recorded and distributed.

Role

As an officer of the board, the Secretary will work closely with the Chair to ensure bylaws and operational procedures are followed.

Responsibilities include:

- Record, store, and distribute minutes from section board meetings.
- Schedule board meetings and distribute calendar invite.
- Prepare board meeting agenda and supporting documents with distribution to board 5 days in advance of meeting.
- Maintain Officer roster.
- Review monthly membership rosters.
- Encourage members to update membership profile.
- Maintain Section bylaws or operation procedures.
- Ensure all Section documentation is up to date and stored on SPE Connect by year.
- Notify all members of Annual General Meeting Date or special meetings of the section.
- Ensure timely distribution of AGM minutes from previous year prior to AGM for member approval at AGM.
- Record, store, and distribute minutes and proceedings from AGM.

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Treasurer

Goal

Ensure that the SPE bank account funds are balanced, all incomes and expenses are clearly documented, and maintain active tracking of all upcoming financial obligations to ensure all section activities are break even or properly funded as approved in yearly budget. Section goal is to be self-sufficient with breakeven budgets where possible.

Role

As an Officer, the Treasurer will collect and disburse section funds as approved by the board, have signing authority on the organization's bank account along with the Chair, and Chair-Elect and will hold the cheque book for the SPE account.

Responsibilities include:

- Collect and disburse section funds as approved.
- Submit annual financial statement with the section's annual report.
- Provide monthly financial reports and make recommendations on the management of section's finances.
- Track all deposits and withdrawals to/from the SPE bank account, and maintain a backed-up, digital record of all receipts corresponding with specific expenses.
- Ensure the bank account is at all times balanced against actual deposits and withdrawals.
- Reconcile the bank account to the monthly financial statement.
- Compile an overall operating budget for the board/AGM using submissions from board leads, and provide an estimate of funding requirements by month for the entire activities year. This will be used as a target by the sponsorship lead to ensure we have enough funds available.
- Actively liaise with Chair and team leads to make necessary adjustments to the budget as the year progresses and update the budget to include actual costs incurred vs. accruals.
- Receive expense reports and receipts from the team leads and Chair, and issue reimbursement cheques.
- Perform an annual audit.

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Technical Programs Lead & Special Interest Groups Team

Goal

Ensure professional and technical programs are available at regular intervals for all members. Programs Lead will be responsible for ensuring topics are relevant to the industry and timely adhering to the mission and vision of the SPE. Programs Lead will be responsible to seek new technical and professional development initiatives to incorporate in the portfolio.

Role

As a Director, the Programs Lead will oversee all Special Interest Groups to ensure quality programming and communication. Programs will run from September to June with programs on a weekly to monthly basis depending on the member demand and interest.

Responsibilities include:

- Attending Board meetings monthly.
- Preparing a monthly report to the Board on the sub-committee activities and upcoming initiatives.
- Preparing a recommended, realistic Budget for Treasurer for the next year.
- Corresponding with SIG Leads regularly. Mentoring and developing a successor and/or future candidates for Board service.
- Establishing goals for programming based on technical and developmental needs of section members.
- Setting and executing objectives for each section program, including budget and attendance targets.
- Working with the Section Coordinator and Communications Team to ensure all programs are available for registration and marketed to our members in a timely manner.
- Working with the Section Coordinator to venue, AV and catering are set up for each program event.
- Liaison with the Special Interest Group Leads on a regular basis, with SIG meetings quarterly.
- Help SIGs with securing and contacting speakers.
- Ensure each luncheon is moderated by a SIG Lead, SIG volunteer or if not possible, Programs Lead to moderate.
- Ensure quality of speakers is upheld with strict expectations set for speakers to adhere to time frames of presentations allotted and not “sales” presentations.

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Special Interest Groups Team: **Goal**

To secure and book speakers of a business and technical nature at regular intervals for all members on varying topics.

Role

Each Special Interest Group (SIG) is made up of one Lead and several volunteers. SIGs are responsible for booking technical speakers following the specific SIG topic. SIGs must maintain good communication with the Programs Lead to ensure timely and logical flow of various topics.

Responsibilities include:

- Work with the SIG team to book relevant speakers to the SIG.
- Communicate with Programs Lead regularly on dates, topics etc.
- SIG Lead to meet quarterly with all SIG leads and Programs Lead.
- Ensure topics are timely with local and industry trends, and interests of the members.
- Ensure quality of speakers is upheld with strict expectations set for speakers to adhere to time frames of presentations allotted and not “sales” presentations.
- The Lead or volunteer member of the SIG will preside over the luncheon as moderator to ensure on time start/finish, proper introduction, questions, thank you and any special announcements from the section.
- Encourage and promote volunteers to join SIGs. Leads will mentor new volunteers for lead roles eventually.

Special Interest Groups (SIGs):

- **Distinguished Lecturer (DL) Series**
 - Coordination of Distinguished Lecturer speakers to Calgary Section. Up to 3 DL’s can visit a section per year. The Lead will ensure the event is properly marketed, liaison as the main point of contact for the DL and ensure arrangements are made for DL transportation and accommodations. DL Lead also oversees and encourages section DL ranking.
- **Reservoir Evaluation & Production Optimization (REPO)**
- **Data Science Engineering & Analytics (DA)**
- **Geomechanics (GM)**
- **Drilling & Completions (D&C)**
- **Production, Facilities & Heavy Oil (PF&HO)**
- **Health, Safety, Environment & Sustainability (HSE&S)**
- **Reserves, Resources, Economics & Regulatory (RER)**
- **Business Breakfast Series (BBS)**
- **Technical & Professional Development (T&PD)**
- **Software Engineering & Architecture (SEA)**

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Events Lead & Events Team

Goal

To ensure high quality networking opportunities are available in both social and professional settings for all members.

Role

As a Director, the Events Lead will work with a subcommittee of volunteers to design and execute a calendar of high-quality social activities that will provide members with the opportunity to expand their networks and build a stronger SPE community. Activities may include, but are not limited to:

- Annual Family Ski Trip
- Charity Event
- Poker Tournament
- Whiskey or Wine Tasting
- Golf Tournament

Responsibilities of the Lead include:

- Attending Board meetings monthly.
- Preparing a monthly report to the Board on the sub-committee activities and upcoming initiatives.
- Preparing a recommended, realistic Budget for Treasurer for the next year.
- Corresponding with Events Team regularly. Mentoring and developing a successor and/or future candidates for Board service.
- Assigning event planning and execution to members of events team to share workload.
- Managing events budget and allocation of fund to maximize value for members.
- Ensuring events are timely, relevant and provide good networking opportunities for members.
- Coordinating with other subcommittees such as Young Professionals, Membership and Recognition, SPE Canadian Educational Foundation to co-host events and encourage membership or charitable donations.
- Responsible for exploring and piloting new opportunities to enhance networking and are encouraged to add to the portfolio of events on a yearly basis.

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Sponsorship Lead & Sponsorship Team

Goal

Design and execute sponsorship campaign to ensure appropriate funds are available for Section activities throughout the term.

Role

The Section Sponsorship Lead (Director) will work with a sub-committee and alongside the Young Professional Sponsorship Lead to execute the annual sponsorship drive. An annual sponsorship goal will be established based on the level of activity planned for the year and budget projections provided by the Board of Directors. The sponsorship lead will also be responsible for seeking sponsors on an ongoing basis for any specific events or initiatives that arise throughout the year and require funding.

Responsibilities of the Lead include:

- Attending Board meetings monthly.
- Preparing a monthly report to the Board on the sub-committee activities and upcoming initiatives.
- Preparing a recommended, realistic Budget for Treasurer for the next year.
- Corresponding with Sponsorship Team regularly. Mentoring and developing a successor and/or future candidates for Board service.
- Assigning tasks to members of sponsorship team to share workload.
- Create and maintain sponsorship package to suit current industry trends and expectations.
- Working with Communications Team to ensure consistent SPE branding across sponsorship package and communications.
- Ensure entire team understands and communicates with potential sponsors the difference between all SPE entities in Calgary. (International, Canada, Canadian Educational Foundation, Calgary Section, Young Professionals and Student Chapters, SAIT and U of C).
- Maintain records of sponsorship year on year of sponsors, companies, and contacts.
- Maintain and cultivate new sponsor relationships.
- Ensure sponsors agreed upon perks are fulfilled and sponsors are kept informed of updates, changes to lead, or new opportunities to sponsor.

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Membership and Recognition Lead & Team

Goal

To recruit and retain Members; to recognize and encourage volunteerism and technical excellence within the section; and promote membership engagement.

Role

As a Director, Membership and Recognition Lead will be responsible for; leading the Section Awards program, and promoting deserving Members of the Section for Regional and SPE-I awards. The membership portion of the role will focus on the recruitment and retention of new/existing members, working with the YPs to encourage graduates and EITs to join the Society, encouraging the timely payment of fees; and tracking and promoting SPE-I initiatives in these areas.

Responsibilities of the Lead include:

- Attending Board meetings monthly.
- Preparing a monthly report to the Board on the sub-committee activities and upcoming initiatives.
- Preparing a recommended, realistic Recognition Budget for Treasurer for the next year.
- Corresponding and/or meeting with the Membership and Recognition team(s) regularly.
 - Assigning tasks to members of the team to share the workload and to develop the participants' skills.
 - Organizing meetings 3 – 5 times/year ahead of peak activity periods.
 - Mentoring and developing a successor and/or future candidates for Board service.
- Encouraging membership engagement and involvement in Section SPE meetings and activities; the Regional Workshops, Courses and Conferences; and SPE-I Events.
- Knowing the requirements of SPE membership and how candidates can apply for membership; transfers; discounts or fee waivers.
- Ensuring that both members and non-members are fully aware of all the advantages of SPE membership.
- Organizing and executing member recruitment drives (these can be a part of a social or technical event).
- Informing the Section's Board about membership statistics.
- Recognizing long-term members and especially those with long service to the SPE locally, Regionally and/or Internationally.
- Encouraging members to volunteer for the SPE at the Section, Region or International Levels.
- Launching the Section Awards program early Spring with a nominations drive.
 - Encouraging the Board and SIG Leads to nominate deserving candidates for volunteer service.
 - Encouraging the SIG Leads to nominate individuals and companies that merit recognition for technical excellence and HSE initiatives.
- Working with the Membership and Recognition Team to select award winners, notifying the winners, their nominators and the Section Membership at large; and arranging award printing.
- Work with the Events Lead Chair and Chair-Elect to plan awards ceremony in May/June.

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This Committee(s) will be made-up of 4 Members:

- The Past Chair;
- The Chair of the Young Professionals;
- The Technical Programs Lead;
- The Committee Lead; and
- 3 Membership Representatives at large to represent the interests of the membership.

Educational Support Lead

Goal

The Educational Support Lead works closely with the faculty advisors and student chapter officers to provide mentorship and support to student chapters.

Role

As a Deputy Director, the Educational Support Lead works on educational initiatives where students can be involved. The lead will work with a sub-committee to ensure mentorship and support of the student chapters for the Calgary Section.

Responsibilities of the Lead include:

- Preparing a monthly report to the Board on the sub-committee activities and upcoming initiatives.
- Preparing a recommended, realistic Budget for Treasurer for the next year.
- Corresponding with Educational Support team regularly. Mentoring and developing a successor and/or future candidates for Board service.
- Assigning tasks to members of the team to share workload.
- Maintain frequent contact with the faculty advisor and chapter officers.
- Offer suggestions for field trips, speakers, etc.
- Encourage section members to participate in student chapter activities.
- Invites student members to attend section activities.
- Attend student chapter officer meetings when possible.
- Works with chapter officers to develop a recruitment and retention strategy.
- Encourage students to apply for society-sponsored scholarships.
- Report to the section board any pertinent information to support the student chapter.
- Help local students transition into professional members by encouraging participation in activities.
- Act as main point of contact with SPE Canadian Educational Foundation (SPECEF) for the scholarship judging and selection.

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Young Professionals Chair

Goal

To represent the Young Professionals (YP) subcommittee on the Calgary Section board. The YP Chair oversees all activity of the YP programs, events, and G&D teams, and makes decisions on the strategic direction of the young professionals committee throughout the year. The chair also oversees treasurer, marketing lead and sponsorship director, the YP Link of local YP societies, and ensures the committee is well positioned to execute all activities planned for the term.

Role

The YP Chair as a Director will be responsible for representing the young professionals committee within the Section. The YP chair, along with the treasurer, will have signing authority on the YP account and will oversee management of the young professionals finances.

Responsibilities include:

- Preside over meetings of the YP subcommittee using Robert's Rules of order.
- Appoint all leads; replace as needed.
- Oversee all activity of the YP Subcommittee.
- Preparing a monthly report to the Board on the sub-committee activities and upcoming initiatives.
- Preparing a recommended, realistic Budget for Treasurer for the next year.
- Corresponding YP team regularly. Mentoring and developing a successor and/or future candidates for Board service.
- Assigning tasks to members of the team to share workload.
- Working with leads and making connections with leads where possible for joint events and activities with Calgary Section.
- Participate on Membership and Recognition Committee.

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