

## **CHAIRPERSON**

### **PURPOSE**

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Few officers in the society have a greater potential to attain the overall goals of SPE than the section chairperson. An effective chairperson promotes the well-being of the section, the society, and the profession. As chairman of the section, you are also the chief administrator. You should ensure that the members of your section are aware of the SPE's long-range plan and all SPE policies.

#### ***Program Management***

As section chair, you oversee that plans for the section year are drafted and executed. Various committees and officers (assigned by you or your board of directors) will implement these plans. Your job is to see that each program plan is specific and detailed enough to facilitate its completion and that objectives and deadlines are met.

Managing people requires tact, diplomacy, and managerial skills. However, one should never lose sight of the fact that you are dealing with volunteers who are neither subordinates nor superiors. They are peers with professional careers. What they do for SPE is a professional contribution and their time must be valued.

The task of requesting and receiving volunteer support is easier when everyone is involved in the planning stage. If there is general agreement on the needs of members and on how to meet those needs, the job of supervising the section's activities is more manageable.

#### ***Motivation***

Enthusiasm and pessimism are equally contagious. Your attitude toward the programs of the section, its officers, and members will be copied by others. Keep in mind that you were chosen as chairperson because you showed genuine interest and enthusiasm for the section and for SPE.

#### ***Public Interface/Political Involvement***

SPE encourages you and your section members to participate in community outreach and energy education programs that enhance public understanding of energy issues and explain technical and economic issues involved in oil and gas exploration and production. To safeguard SPE's mission, members may not attempt or appear to attempt to influence legislation or public or national policies when acting as an SPE representative.

SPE members should provide objective and factual information that allows individuals outside of the industry to form an independent opinion or

conclusion. You may always contact your closest SPE office or your SPE regional director when considering participation in a community program on behalf of SPE.

Please ensure that you and your members do not issue formal or informal statements that imply an official policy by the society, nor speak on political issues in the name of SPE, nor contact members of legislative bodies in the name of SPE for the purpose of proposing, supporting, or opposing legislation, nor advocate in the name of SPE the adoption or rejection of any legislation, nor encourage anyone in the public to do any of the above.

### ***Communication***

Communication within a section is a matter of making certain that everyone who should be informed is informed. Communication is essential to success, and it is your responsibility. You must communicate with the section membership, the section officers and committee members, your regional director, and SPE staff.

- **Section Membership:** Various means can be used to communicate with the section at large, such as printed newsletters, faxes, emails, and section websites. You and the board should decide what and how to communicate with section members. You might consider an editorial in your section newsletter or a greeting on the website.
- **Section Officers and Committee Members:** Communicating with the section's officers and committee chairpersons is crucial. The communication does not need to be formal. Phone calls and emails are sufficient.
- **Regional Director:** Communicating with your regional director is your best mode of communication with the SPE Board of Directors. Send your regional director a summary of plans for the section for the coming year. He/she needs this information to make decisions about society-wide programs and policies. Your regional director should visit your section at least once a year. Have an officer meeting BEFOREhand to go over what will be discussed with the director.
- **SPE Staff:** Communication with the SPE staff should be made through the SPE sections manager. Do not hesitate to call staff for assistance with anything that pertains to SPE.

## **RESPONSIBILITIES OF THE CHAIRPERSON**

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Following is a partial list your responsibilities. Others will be dictated by long- and short-range plans developed at the beginning of the section year.

- Preside over section, board-of-director, and officer meetings.
- Appoint all section committees and members of committees; replace committee members as needed.

- Call regularly for reports from officers and committee chairpersons.
- Coordinate all activities of the section, including charges to standing and ad hoc committees.
- Keep your regional director informed of section activities.
- Attend SPE national and/or regional section officer conferences scheduled by your regional director.
- Submit an annual report of the section's programs and activities during the year.
- Ensure that the financial report is filed with SPE by 1 June.
- Present SPE awards to qualifying section members.
- Attend the membership and section officers workshop held at the SPE Annual Technical Conference and Exhibition.
- Conduct election of section officers and directors and ensure that SPE is notified of the results. All officers must be members of the section and SPE members in good standing. Affiliate members are not eligible to hold office unless the section wishes to change its operating procedures to permit this practice.

## REFERENCES

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- Section Annual Report Form
- Policy for the Use of the SPE Name and Logo
- One SPE Guiding Principles

### **For more information, contact**

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