

SPE BOARD POSITION PROFILE

PRESIDENT ELECT, PRESIDENT, PAST PRESIDENT

Key Position/Commitment

3-year commitment (One year each: President-Elect, President, and Past President).
Requires: Travel fund supplement and management support. (employer-funded or self-funded; there are SPE funds designed to cover travel for officers who do not have financial support from their companies)
Regular e-mail access, 25 – 50% time first and last year, and 75 - 100% time during Presidency year, including numerous visitations or teleconferences with staff, SPE members, meetings committees, corporations, and other professional and technical societies.
Attend and speak at all major, and many smaller, society events.
Oversee all BOD committees and lead BOD meetings.
Attend all global Board of Directors (BOD) meetings (three 3-4 day meetings, plus one 2-day meeting for F&A and nominations committee in Dallas,)

Role

Facilitate special meetings and projects.
Act fairly and justly.
Exhibit fiscal responsibility.
Avoid perception of acting on behalf of special interests or for personal gain.
This part of the role describes the year of the Presidency, or occasions where the President Elect or Past President stand in for the President:

- Preside at all Board of Director meetings.
- Represent SPE at most society events and many outside events in a responsible and professional manner.
- Speak at many events
- Write monthly JPT columns.

These functions should be closely coordinated between the President, SPE Executive Director and staff.
Sits on a number of industry boards.
Making the Director role a key job responsibility of the President's professional employment is critical for success.

Responsibilities/Duties

Schedule, set agendas, and preside over Board of Directors, Executive Committee, and F&A Committee meetings.
Participates in other committee meetings as warranted.
Spends up to 50% of the time on SPE business during President-Elect and Past President years, and nearly 100% of the time on SPE business during presidency year.
Provide guidance to Committees and Sections, as well as to Executive Committee and Board members.
Cast deciding vote in the event of a tie by the Board of Directors.
Coordinate society goals with LRP objectives and strategic plans.
Set annual SPE goals to accomplish Section Long Range Plan objectives.
Organize ad hoc committees to perform tasks and meet goals.
Author editorial article in monthly JPT.
Speak on behalf of SPE at many events.
Preside over Nominations Committee and SPE Honorary member Award Committee.
Select interim director in the event of a resignation.

Preferred Prior Experiences

This position should be filled by someone with strong leadership skills; someone well known in the oil and gas industry would be highly recommended.
It is absolutely necessary for the person who fills this position to understand as the goals and mission of SPE.
It is important for the person who fills this position to understand the inner workings of the society.
It is important that the person to fill this position have many years of experience as a volunteer, preferably in several capacities, within SPE.
It is important for the person who fills this position to have previously served in an SPE Board member capacity.
It is recommended that the person who fills this position:

- have significant management experience
- comprehend the committee functions and excels at interfacing with other members.
- have strong negotiation skills and is adept at dealing with multiple cultures and various personalities.

It is beneficial for the person who fills this position to have previously served:

- on the SPEI Board Finance and Administration Committee.
- as the chair of a SPEI Board Committee.
- as VP Finance.

Preferred Skills/Proficiencies

Organization – To properly plan, start projects, and carry out duties.

Oral Communication – Public speaking, presiding at meetings, establishing clear directives.

Leadership – Motivates, uses interpersonal skills, is a pacesetter, has a likeable personality, and has strong judgment skills.

Time management – Preparation and running meetings, attending other related events, completely committed to handling SPE responsibilities and balancing time with that required of professional and personal life.

Energetic – Tireless, self-starter, positive attitude, focused and in generally good health.

Education/Training – Finance, accounting, business fundamentals, computer proficiency & access.

Written Communication – To draft letters, write articles, strong grasp of the English language.

Temperament – Levelheaded, works well under pressure, takes criticism well, allows others to express different views, strong negotiation skills, patient. The candidate should be charismatic, visionary and courageous in order to lead an organization of members who have strong opinions.

External Support – Both time and financial commitment from employer, time and moral support from family members, to handle SPE-related business.

Detail oriented – Track expenses and revenues accurately.

Initiative – Performs tasks in a timely matter.

Strategic Thinking – Ability to think beyond tasks, focus on global as well as local needs, and adhere to longer range planning.

Negotiation Skills – Skillful in multi-cultural, multi-national negotiations in order to represent sections with a variety of perspectives.