



GUIDELINES FOR COMPOSITION OF COUNCIL COMMITTEES

SPE Nigerian Council (SPENC) in recognition of the critical role roles volunteers play in delivering council programs, in pursuit of its objectives of using committee assignments in building capacity (leadership, project management, etc) and enhancing team work and networking amongst its members, provides the following guidelines for the composition of its committees.

- All volunteers must be registered members of SPE. Council approval is required to incorporate a non-SPE member into any committee. Such requests must be for only exceptional circumstances.
- Membership composition should reflect a fair distribution among five sections in Nigeria except for OLEF and Family Program where the event location is expected to produce more members.
- Membership should be spread across the full spectrum of the industry. There should be a fair representation of the National Oil Company, relevant government agencies, IOCs (Services and producing), Indigenous (Servicing, Consulting, producing and marginal field operators) and Academia as much as possible.
- Committee composition should also as much as possible reflect our long-cherished gender, location and seniority diversity. A fair balance of senior/junior members is desired for capacity building and succession planning
- Each committee is allowed one co-chair who should be selected such that succession and institutional knowledge transfer simplified and guaranteed. This is without prejudice to positions that are statutorily rotated.
- There should be maximum of 7 sub-committee members (one from each of the 5 section, co-chair and adviser). Other members can be co-opted as to serve as volunteers to the sub-committee.
- Multiple co-chairs is possible where expedient but subject to council approval.
- Corporate profile should be well considered when selecting membership of some sub-committees such as Panel Session, Topical Issues Workshop, Sponsorship etc.
- Committee Chairpersons are responsible and accountable for the performance of their various committees and are expected to appraise and update SPENC of challenges, progress and limitations of their various committees/activities.
- SPENC reserves the right to substitute, bar from participation and take any other punitive steps against any committee member where cases of dereliction, non-performance and lack of commitment has been made out against such person(s). In like manner, SPENC will reward committee members who exhibit and demonstrate exceptional performance by offering incentives like special lunch/dinner, commendation letter etc to such deserving committee members.