



## **SPE Young Professionals Program**

### **Roles and Responsibilities**

#### **YPP Chairperson:**

Responsible for promoting the well-being of the YPP board section, YPP section management, communications and SPE / YPP section long-range plan and SPE policies. Assure that plans for the YPP section year are drafted and executed. Assure that the program plan is specific and detailed enough to facilitate its completion and that objectives and deadlines are met. Assure that all YPP board members are involved in the planning stage.

Duties of the YPP chairperson are:

- Preside at all the section meetings.
- Appoint all YPP section committees and members of the committees; replace committee members as needed.
- Coordinate all activities of the YPP section,
- Call regularly for reports from YPP officers and committee chairpersons.
- Keep regional chairperson informed of all YPP section activities.
- Hold meetings with officers and committees to plan YPP section activities for the coming year.
- Conduct election of YPP section officers and committees.
- Submit an annual report for the section programs and activities during the year.
- Ensure that the YPP financial report is filled.

#### **YPP Administrator:**

##### **Board Meetings**

Responsible for setting up monthly meetings by sending a placeholder for everyone's calendars. One week prior to the meeting, send an email to the board requesting updates for the agenda. You are responsible for recording the official business of the YPP Board members through the writing, retention and distribution of minutes. At each meeting, the minutes of the previous meeting should be read (if they were not printed and distributed earlier), so that the group can approve or revise them. Because minutes often resolve misunderstandings, they should be accurate, complete and clear.

Minutes of the meetings should contain the following:

- Name of the organization or committee.
- Place and date of the meeting.
- Kind of meeting that is being reported; that is, a regular meeting or a special meeting to discuss a specific subject or problem.
- Names of members present.
- Whether the chairperson and the secretary were present. If either of these officers was absent, the name of the substitute should be recorded in the minutes.
- The statement that the minutes of the previous meeting were amended or approved, or the statement that the reading of the minutes was dispensed with.
- A list of reports that were presented and accepted.
- All the main motions that were made, with statements as to whether they were carried or lost.
- Resolutions that were adopted, recorded in full. If a resolution was rejected, a simple statement to that effect is adequate.
- A record of the count cast "for" and "against" a vote.

##### **YPP Newsletter Article**

Responsible for submitting a joint YP article to the SPE-Delta newsletter chairperson by the 15<sup>th</sup> of each month. You should delegate the responsibility of writing the article to other board members.

##### **YPP Webmaster:**

Responsible for web page maintenance and updates. Similar to the Newsletter, updates to the page should be generated from other board members.

## **YPP Membership Chairperson and Committee:**

Working with the YPP section chairperson, regional board Membership Chairperson and YPP program chairperson, the YPP membership chairperson contributes to the creation of a positive environment for improvement and growth in the section. This environment keeps existing members involved and attracts qualified non-members. The YPP Membership Chairperson will be focused on increasing the involvement and recruitment of young members and qualified non-SPE members.

The duties of the membership chairperson can be divided between retention of existing members and development of new members. The Society has been very successful, because individual members are willing to recruit new members.

The duties of the section membership chairperson are to:

- Develop a short and long-range plan, inclusive of goals and an action plan to achieve those goals
- Ensure all board positions and committee positions are filled
- Budget funds for membership activities
- Establish recruitment contests, awards and promote SPE International membership initiatives
- Publicize the benefits of SPE membership through ambassador programs, post-meeting information sessions, and membership drives at meetings and other functions
- Assist the regional SPE Membership Chairperson with their responsibilities (tally and communication of section member statistics, etc.)

## **MEMBERSHIP COMMITTEE**

The scope of activities involved in membership retention and development are extensive and time-consuming. The Membership Committee will assist the YPP Membership Chairperson in the following areas:

- Membership Retention
  - Responsible for contacting and encouraging renewal/reinstatement of members who are delinquent in paying their dues and former members who have been dropped from membership based on the SPE monthly unpaid dues list, SPE dropped members report, and change of address forms
- Membership Recruitment
  - Responsible for maintaining lists of prospective new members and developing recruitment campaigns and programs to encourage membership.

## **YPP Treasurer:**

The YPP treasurer is the financial officer for the YPP board activities, including the annual Masquerade Gala. The duties of the treasurer are to collect and disburse YPP funds as directed by the YPP board.

The Treasurer should attend all meetings to give monthly financial reports and distribute the cash flow summary by email to the main SPE board. The overall goal of the Society is the dissemination of the technical information rather than the generation of surplus funds. Section programs should be self-sufficient and budgeted to break even. The operating budget is considered to include only ongoing professional activities—exclusive of such programs as golf tournaments and social events.

Each YPP section should prepare an annual operating budget when new officers assume their positions. The budget serves as a planning device, identifying long and short-term goals.

YPP sections should perform an annual audit of financial records. This audit would normally take place before the treasurer assumes office. Checking accounts should be established in the official section name.

## **YPP Program Chairperson & Vice-Chairperson:**

The primary reason for SPE's existence is to disseminate technical information and the importance of technical programming in a section cannot be overemphasized. The YPP Program Chair will be focused on technical events. A typical section YPP program committee consists of a chairperson plus three to five members. The size and structure of the program committee is a function of section size and number of programs.

The YPP program chairperson ultimately is responsible for all programs presented at regular section meetings. This responsibility, which may be delegated to others, includes:

- Setting objectives for section programming.
- Securing and contacting speakers for programs.
- Ensuring that all physical facilities of the meeting are in order.
- Ensuring that the meeting is properly announced and publicized.
- Filing a meeting report form on all section meetings.
- Filling Distinguished Lecturer Evaluation Forms with the sections office at the SPE Dallas office.

Vice-Chair is a non-voting board member and acts in the absence of the Chair. The Chair and Vice-Chair must keep each other informed of all activities. It is the duty of the Chair to provide sufficient information, training and experience for the Vice-Chair so that the Vice-Chair can assume the Chair position in the future.

The YPP Program Vice-Chairperson:

- Assist in the development and execution of long and short-range program plans.
- Invites speakers to participate in a section program.
- Arranges transportation for speakers between airport, hotel and meeting.
- Rents meeting room facilities.
- Arranges food service.
- Obtains and operates audio/visual equipment.
- Writes meeting notices for publicity to the membership and to the press.

## **YPP Career Guidance Chairperson:**

The objectives of the career guidance programs are 1) to educate students on the numerous career opportunities in the petroleum industry, and 2) to attract well-qualified students into petroleum engineering professions. The YPP Career Guidance Chairperson will be responsible reaching out to local K-12 schools to expose students to the petroleum industry and for the planning, execution and sourcing of volunteers for ongoing programs such as MathCounts or the Science Fair. Approx. 4 events should be scheduled on an annual basis. This position will also assist with the One Voice committee- a joint effort of all local petroleum industry organizations to educate the public about the industry and improve the industry image.

The first step in creating a successful continuing career guidance program is to set long and short-range objectives. After you identify the objectives, then identify the necessary activities and a timetable.

There are many simple and effective ways to assess the sections continuing career guidance needs. Your section study groups or subcommittees may be able to help select appropriate continuing career guidance program topics. Member interest surveys can be conducted through the section newsletter and web page.

## **YPP Continuing Education Chairperson and Committee:**

The YPP Continuing Education Chairperson will create and manage an YPP continuing education program as well as assist the regional Continuing Education Chairperson in all aspects of the creation, planning, and execution of a successful continuing education program. The program helps members keep current with the rapidly changing technology in the petroleum industry. Typically, the YP Continuing Education chair and committee will provide information to YPs about obtaining their PE license. Continuing Education can also focus on Soft-Skills development, working in conjunction with the Programs Committee.

Short and long-range objectives of the program need to be outlined. An action plan and timetable need to be developed to realize the objectives set forth.

Committee members will be responsible for different aspects of events such as arrangements, registration, publicity, etc.

## **YPP Social Chairperson and Vice-Chairperson:**

The Social Chair will be focused on non-technical events and programs. The YPP Social Chairperson will be responsible for venue reservation, event publication, and adherence to event budget. One social event per month should be scheduled.

The first step in creating a successful continuing YPP social program is to set long and short-range objectives. After you identify the objectives, then identify the necessary activities and a timetable.

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## **YPP Charity Chairperson:**

The Charity Chair will be focused primarily on the coordination of the YP annual gala fundraiser, which is held every August during the Deepwater Technical Symposium. The fundraiser should benefit a local organization whose goals align with SPE. The YPP Charity Chairperson will be responsible for choosing and directing a Gala committee. The Gala committee will then be divided among entertainment and venue reservation, ticket sales and advertising, charity liaison, fundraising activity (e.g. auction, raffle, etc.) and budget.

The YPP Charity Chair should also serve as a representative on the Deepwater Technical Symposium Committee.

As this role is developed, the Chair may look for other opportunities to help our local community, in addition to the annual Gala.

## **YPP Student Section Liaison Chairperson and Vice-Chairperson:**

The YPP Student Section Liaison will create a hard line of communication between the SPE Section's YPP and student SPE sections in the region. Opportunities to bring YPP members and industry experts into schools to give lectures or work with professors on their curriculum must be identified and pursued. The liaison will be responsible for working with the YPP Career Guidance Chairperson to create a bridge for students active in their student section to transition into active roles on industry SPE sections after graduation.

Short and long-range objectives of the program need to be outlined. An action plan and timetable need to be developed to realize the objectives set forth.

Vice-Chair is a non-voting board member and acts in the absence of the Chair. The Chair and Vice-Chair must keep each other informed of all activities. It is the duty of the Chair to provide sufficient information, training and experience for the Vice-Chair so that the Vice-Chair can assume the Chair position in the future.