

SPE BOARD POSITION PROFILE REGIONAL DIRECTOR

Key Position/Commitment

3-year commitment.

Requires: Travel funds and management support. (employer-funded or self-funded, SPE refunds section visits up to 15kUSD/term).

Regular e-mail access, average five or more hours per week, including teleconferences with staff and possibly other professional and technical societies. (total 8 – 12%, unless also chairing a Board standing committee).

Attend global Board of Directors (BOD) meetings (three 3-4 day meetings, plus 1 teleconference meeting in Dallas [unless serving on nominations committee]).

Communicate with and provide counsel to section officers, student chapter faculty advisors, and Young Professional (YP) program leadership. Attend section meetings and regional meetings.

The Regional Director shall reside throughout their term in the region they represent.

Role

Regional Directors represent the professional and student membership of their respective region. As such, they represent the diverse interests of sections/chapters that are different in size, with members who vary in nationality, in culture, in employer type, and in type and level of technology they apply in the oil and gas business. They are also responsible to bring developments and new policies initiated by the SPE to the attention of the sections.

Provide direction, energy, and leadership to carry out the mission of SPE.

Society directors also have Board committee duties, as well as liaison duties with SPE standing or ad hoc committees.

Making the Director role a key job responsibility of the Regional Director's professional employment is critical for success.

Responsibilities/Duties

Provide leadership to sections and student chapters to help SPE members in the region do their work better and more efficiently, considering the long range vision of SPE and the specific challenges and opportunities of the region.

Collect pertinent ideas from meetings, members, and publications.

Work with various committees and staff to formulate action plans around the ideas, and help direct the implementation of those plans.

Report to Board committees with summaries of meetings, present action plans for BOD approval.

Distribute information to Board members, staff, web site, and interested parties.

Follow the Long Range Plan; prepare, submit, and implement strategic plans to further technology transfer.

Participate in assigned committees and utilize committee positions to carry out the mission of SPE.

Visit and communicate with sections in their region regularly.

Chairs the regional section officers committee.

Serve on regional boards of SPE.

Facilitate regional councils and serves as liaison to the SPE International Board.

Preferred Prior Experiences

This position should be filled by someone with a strong leadership background in section activities, such as serving as an SPE section chair.

It is necessary that the person who fills this position be acquainted with SPE and industry leadership.

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

- have served within SPE committees at both the section level and at the society level.
- understand the inner workings of the society as well as the goals and mission of SPE.
- comprehend the committee function and be capable of interfacing with other members as both a leader and a team member.

Preferred Skills/Proficiencies

Technical Discipline Background – Strong, with numerous global technical expert contacts in their area of expertise.

Project Management Skills - Ability to manage multiple interconnected tasks.

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

Marketing - Ability to generate and sustain energy around a particular effort.

Organization – Able to schedule and conduct meetings.

Time Management – Manage the director's responsibilities with those of professional and personal life.

Computer Access & Proficiency – Utilize e-mail for communication purposes, be familiar with web-based activities.

Written Communication – Able to compose plans into documents and reports of activities.

Oral Communication – Proficient at oral communication, able to lead teleconferences and meetings, able to facilitate panel discussions at forums.

Interpersonal - Coordinate differing ideas around an issue, help formulate consensus, and motivate groups and staff into action.

Management Support – To spend the required time handling SPE-related business, to obtain funds for required global travel.

Networking Skills - Willing to network within and outside the society for discovery and dissemination of opportunities for SPE.

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

People leadership – keep the region informed about board activities, and help the sections to work together as a region.