

SUCCESSION PLANNING

SOCIETY OF PETROLEUM ENGINEERS GULF COAST SECTION

November 2003

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**I.
SUCCESSION PLANNING PROCESS**

I. GCS Succession Planning Process

A. Overview

Critical to the viability of any organization is the need to identify and develop qualified candidates for leadership positions. This process is called succession planning. This section outlines the:

- Principles
- Process
- Roles and Responsibilities
- Documentation - Worksheets / Succession Plan Summary

For succession planning for the Gulf Coast Section.

B. Principles

The underlying principles upon which this process is based include:

1. Key Positions that are critical to the ongoing success of the Gulf Coast Section will be identified and succession plans will be developed for them.
2. The Board is accountable for the succession planning process, which will be conducted annually.
3. A Succession Planning Committee exists to coordinate and integrate efforts and is composed of:
 - Chair
 - Vice Treasurer
 - Regional Director
 - At-Large MemberAnd is lead by the Immediate Past Chair
4. Succession plans will be developed for both near term (immediate) and longer term.
5. The diversity (industry sector, experience, discipline) of the Gulf Coast Section will be reflected in its leadership.
6. As new blood revitalizes an organization, the Gulf Coast Section will strive to have new leadership candidates in key positions each year.
7. Profiles of and example roadmaps on how to achieve key positions will be developed and agreed by the Board.
8. Profiles and roadmaps will be communicated to all members of the Gulf Coast Section to encourage volunteers to participate in the desired experiences to be considered for key positions.
9. Confidentiality of candidate information will be protected

C. Process

1. Definitions:

- Key Position** - A leadership or coordination role important to accomplish the group's objectives. See Table 1 for a listing of key positions for the Board, Study Groups and Committees.
- Profile** - Documentation for each key position that outlines the commitment, role, responsibilities/duties, preferred prior experiences and preferred skills / proficiencies. Profiles for each key position can be found in the Appendix.
- Roadmap** - Example paths to reach specific leadership positions. These roadmaps suggest the kinds of skills and knowledge that need to be developed to be considered for higher levels of leadership responsibility. Example roadmaps for Study Group Chair, Director and Committee Chair are included in the Appendix.

Table 1
GCS Succession Planning
Key Positions

<u>Board</u>	<u>Study Groups/Committees</u>
Chair	Chair
Vice Chair	Vice Chair
Treasurer	Treasurer*
Vice Treasurer	Program Chair
Secretary	Arrangements Chair
Director	Activity/Event Lead
Past Chair	Publicity Chair
Career Management Coordinator	Membership Chair**
Communications Coordinator	Secretary/Vice-Secretary**
Community Services Coordinator	Development Chair**
Membership Coordinator	
Program Chair	
Social Activities Coordinator	
Technology Transfer Coordinator	

* Defined uniquely for both Study Groups/Committees

** Position that may be unique to a Study Group or Committee

The Succession Planning process and timeline for year T+1 is visually depicted in Table 2. The process has roles for the Board, Succession Planning Committee, Study Groups, Committees and the Nominating Committee annually from August through November.

Table 2
GCS Succession Planning
Process/Timeline for Filling Open Positions in Year T+1

Group	August	September	October	November
Board	<ul style="list-style-type: none"> - Section Chair names Succession Planning Committee 	<ul style="list-style-type: none"> - Identifies vacant Board positions to be filled, communicates to SPC 		<ul style="list-style-type: none"> - Section Chair communicates with top candidates
Succession Planning Committee (SPC) ^{1,2}	<ul style="list-style-type: none"> - Kicks off annual process with SG's/Committees - Communicates with GCS members on process/Website materials - Identifies new talent for consideration (ELP, new members, etc.) 	<ul style="list-style-type: none"> - Communicates new talent names to SG's/Committees for consideration - Solicits/discusses candidates from SG's/Committees for Board position consideration 	<ul style="list-style-type: none"> - Reviews/updates key positions and succession plans for Board - Submits Board candidates to NC for review/approval 	<ul style="list-style-type: none"> - Documents / reports to Board on succession plans/metrics
Study Groups (SG's) and Committees ³		<ul style="list-style-type: none"> - Identifies positions to be filled (term limits, vacancies, etc.) - Identifies candidates for Board-level positions 	<ul style="list-style-type: none"> - Reviews/updates key positions and succession plans - Selects and pursues candidates for open positions - Finalizes/submits succession plans to SPC 	<ul style="list-style-type: none"> - SG/Committee Chairs communicate with top candidates
Nominating Committee (NC) ^{1,2}				<ul style="list-style-type: none"> - Acts on Board candidates - Keeps succession plans including sensitive materials

Footnotes:

1. SPC and NC should have one common member (Past Chair).
2. Special procedures required if members of SPC or NC are candidates for positions.
3. Suggested composition of Study Group and Committee-level Succession Planning Committee includes Chair, Past Chair and Board Liaison.

D. Roles and Responsibilities

The roles and responsibilities of each group in the succession planning process are shown in the RACI chart in Table 3.

Table 3
GSC Succession Planning RACI Chart

<u>Step / Action</u>	<u>Study Group</u>	<u>Committees</u>	<u>Board</u>	<u>Succession Planning Committee</u>
1. Appoint Succession Planning Committee via Section Chair recommendation	I	I	R/A	I
2. Update key positions, profiles and roadmaps	R	I	A	C
- Study Groups	I	R	A	C
- Committees	I	I	A	R
- Board				
3. Develop demographic profile targets and communicate	I	I	A	R
4. Communicate profiles / roadmaps to membership	C	C	A	R
5. Conduct succession planning annually (1 and 3 year plans) and review with Board	R	I	A	C
- Study Group	I	R	A	C
- Committees	I	I	A	R
- Board				

Legend:

- R - Responsible
- A - Accountable
- C - Consult
- I - Inform

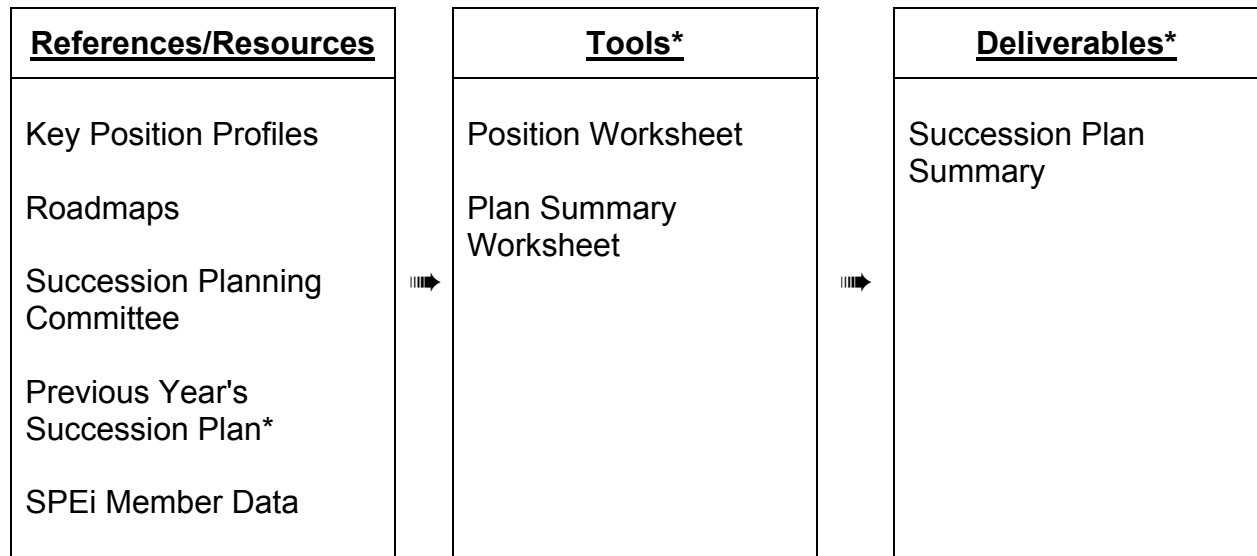
E. Tools/Documentation - Worksheets / Succession Plan Summary (Figure 1)

Worksheets have been developed for each key position for succession planning purposes. See Appendix. These worksheets enable direct comparison of candidates on preferred prior experiences and skills and proficiencies outlined in each Profile. The worksheets also enable capture of diversity information on type employer, experience level and discipline background.

The Plan Summary (see Appendix) compiles candidate recommendations for each position and enables a diversity check on the recommendations being made.

Confidentiality of these materials is of utmost importance and is the responsibility of the group developing the Succession Plan. These documents should be marked PRIVATE, password protected if transmitted via e-mail, and stored in a secure place. Individual position worksheets should be destroyed after each cycle.

**Figure 1
GCS Succession Planning
Process Flowchart**



*Private documents when filled out

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II
POSITION PROFILES
BOARD OF DIRECTORS

II. Position Profiles – Board of Directors

A. SECTION CHAIR - Position Profile

Key Position/Commitment

1-year commitment for position, part of a 3-year commitment (Vice Chair, Chair, Past Chair).
Requires: Computer access, 2 hours per workday, plus 3 – 4 hours of time per weekend.
Attend all Budget, Board of Directors, and Executive Committee meetings (approximately 12 – 15 per year), as well as occasional Study Group and Committee meetings.

Role

Presides at all Board of Director, Budget, and Executive Committee meetings.
Facilitates special meetings and projects.
Acts fairly and justly.
Exhibits fiscal responsibility.
Has Section check-writing capability.
Represents Section in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

Schedules, sets agendas, and presides over and Section Board of Directors, Budget, and Executive Committee meetings.
Spends at least 16 hours per week on Section business, over the entire year.
Provides guidance to Committees and Study Groups, as well as to Executive Committee and Board members.
Casts deciding vote in the event of a tie by the Section Board of Directors.
Coordinates Section goals with those of SPEi and acts as liaison through the Regional Director.
Sets annual Section goals to accomplish Section Long Range Plan objectives.
Organizes ad hoc committees to perform tasks and meet goals.
Authors “Chair’s Corner” articles in monthly Section Newsletter.
Chooses Section Service Awards recipients.

Preferred Prior Experiences

GCS Vice Chair – *Required* - managing roles, strategies and mission of the GCS and relationship with SPEi.
GCS Treasurer – To understand the budgeting process, financial operations, balance sheets, and contributions of various groups.
GCS Secretary – To relate the different Section activity segments to the overall workings of the Board and to the Section.
GCS Director – To understand the inner workings of the Section and Board of Directors’ functions and responsibilities.
Section Study Group officer or Committee Chair – To comprehend the effects of individual Study Groups or Committees on the operation of the Section as a whole.
Leadership experience in other Sections.

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.
Energetic – Tireless, self-starter, positive attitude, focused.
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.
External Support – Both time and financial commitment from employer, time and moral support from family members, to handle SPE-related business.

B. SECTION VICE CHAIR - Position Profile

Key Position/Commitment

3 Year commitment – 1 as Vice Chair, 1 as Section Chair and 1 as Past Chair.
Attend monthly board meetings.
Random attendance required at Committee and Study Group meetings.
Time Commitment 4-5 hours per week.

Role

The Vice Chair shall assist the Section Chair during his/her term and work as the understudy to the Chair. In the absence of the Chair serve as the Chair.

Responsibilities/Duties

Preside over the board and section administration in the absence of the Chair.
Administration and ownership of the Long Range Plan (LRP)
Coordinate Liaison activities with Industry Management to enhance support for the Section's mission and objectives.
Voting Member of the Board of Directors
Liaison to SPE Ladies Auxiliary.
Two way communication and feedback.

Preferred Prior Experiences

Member of the GCS
Past or Present Member of the Board of Directors
Key Role within an SPE Section (Membership, Treasurer, Director, Programs)
Committee participation (various roles)
Involvement in another Society or Volunteer organization (Civic or Professional)

Preferred Skills/Proficiencies

Enthusiasm and Motivation
Communication
Organizational Management
Effective Listening skills
Management Support

C. SECTION TREASURER - Position Profile

Key Position/Commitment

Commitment - 2 years. 1st year is as vice treasurer, 2nd year is as treasurer.
Monthly commitment may require 1 to 2 days / month for Budgeting period in June and July.
Treasurer divides responsibility for study groups with vice treasurer, about 10 to 12 groups each – 1 to 2 hours per week, but much less during months with no revenue producing events.
Prepare monthly financial statements and income reports – 2 to 3 hours per month.
Participate in monthly section board of directors and financial committee meetings – 4 to 6 hours per month
Monitor the funding request during the monthly board of Directors meetings

Role

Timely handling of finances: this role/function is critical to the financial health of the Section.
This function should be closely coordinated between the Section Treasurer and Vice Treasurer
Provide accurate accounting and timely reporting consistent with SPEI and GCS policy.
Treasurer divides responsibility of monitoring and assisting the study groups with vice treasurer,
With about 10 to 12 groups each – 1 to 2 hours per week is required, but much less during months with no revenue producing events.
Prepare monthly financial statements and income reports

Responsibilities/Duties

Prepares annual budget
Reviews study group event reports for accuracy and profitability of events
Prepares Check Requests and pays bills as needed.
Monitor investment performance of section funds in Brokerage account (Paine Webber)
Month to month cash management of section revenue
Review viability and financial impact of “large” events such as workshops and conference

Preferred Prior Experiences

Committee member –and/or-
Treasurer of another committee or study group –and/or-
Treasurer in another SPE section –and/or-
Student Chapter Treasurer
Manager within E&P or service company with Profit & Loss accountability / responsibility helpful

Preferred Skills/Proficiencies

Finance & Budgeting – to understand general principles of accounting
Detail oriented – to track expenses and revenues accurately
Committed – to encourage study groups to seek payments for no shows to keep study groups and section events profitable
Initiative – to perform tasks in a timely matter
Time Management – to incorporate SPE responsibilities and balance with those of professional and personal life.
Computer Access and Proficiency – to manage multiple accounts
Management Support of employer– to spend the required time handling SPE-related business because a significant portion of the time required to conduct the section’s business will need to be done during business hours.

D. SECTION VICE TREASURER - Position Profile

Key Position/Commitment

Commitment - 2 years. 1st year is as vice treasurer, 2nd year is as treasurer.
Monthly commitment may require 1 to 2 days / month for Budgeting period in June and July.
Treasurer divides responsibility for study groups with vice treasurer, about 10 to 12 groups each – 1 to 2 hours per week, but much less during months with no revenue producing events.
Assist with preparation of monthly financial statements and income reports – 2 to 3 hours per month.
Participate in monthly section board of directors and financial committee meetings – 4 to 6 hours per month
Monitor the funding request during the monthly board of Directors meetings

Role

Timely handling of finances: this role/function is critical to the financial health of the Section.
This function should be closely coordinated between the Section Treasurer and Vice Treasurer
Provide accurate accounting and timely reporting consistent with SPEI and GCS policy.
Treasurer divides responsibility of monitoring and assisting the study groups with vice treasurer,
With about 10 to 12 groups each – 1 to 2 hours per week is required, but much less during months with no revenue producing events.
Prepare monthly financial statements and income reports
Provide financial guidance at the end of each BOD meeting & summary of financial request that was approved
Learn about the process & procedures of the office of Treasurer to assume the role/position the following year

Responsibilities/Duties

Assist with preparation of annual budget
Reviews study group event reports for accuracy and profitability of events
Prepares Check Requests and pays bills as needed.
Monitor investment performance of section funds in Brokerage account (Paine Webber)
Month to month cash management of section revenue
Review viability and financial impact of “large” events such as workshops and conference

Preferred Prior Experiences

Committee member –and/or-
Treasurer of a standing committee or study group –and/or-
Treasurer in another SPE section –and/or-
Student Chapter Treasurer
Manager within E&P or service company with Profit & Loss accountability / responsibility helpful

Preferred Skills/Proficiencies

Finance & Budgeting – to understand general principles of accounting
Detail oriented – to track expenses and revenues accurately
Committed – to encourage study groups to seek payments for no shows, to keep study groups and section events profitable
Initiative – to perform tasks in a timely matter
Time Management – to incorporate SPE responsibilities and balance with those of professional and personal life.
Computer Access and Proficiency – to manage multiple accounts
Management Support of employer– to spend the required time handling SPE-related business because a significant portion of the time required to conduct the section’s business will need to be done during business hours.

E. SECTION SECRETARY - Position Profile

Key Position/Commitment

1-year commitment.

Requires: e-mail access, 1 – 2 hours per week, plus 8 hours of time on the weekend following each Board, Budget, or special Executive Committee meeting to process official Minutes.

Also, must attend Budget, Board of Directors, and Executive Committee meetings (approximately 12 – 15 per year).

Role

Takes official Minutes of all Board of Director, Budget, and Executive Committee meetings.

Collects pertinent attachments from meetings.

Disseminates Minutes to Board members within two weeks of meetings.

Distributes information to Board members, web site, and interested parties.

Oversees Section Annual Report.

Responsibilities/Duties

Takes and distributes Board of Directors, Budget, and Executive Committee meetings Minutes and attachments to Board members, interested parties, and the Section web site.

Submits e-mail motions to the Section Board of Directors, tallies votes, and advises Board of results.

Compiles and summarizes Study Groups' liaison reports for Section Board members.

Oversees official Section correspondence, Section special meetings, and all officer roster information.

Provides Board meetings and Section activity summary to the Section Annual Report, and oversees its compilation of materials.

Maintains Section Bylaws, Section Charter, and Section Long Range Plan, as well as official Section Minutes.

Preferred Prior Experiences

GCS Director – To understand the inner workings of the Section and Board of Directors' functions and responsibilities.

Section Study Group officer or Committee member – To comprehend smaller groups' perspective of relationships with the Board of Directors and to the Section, as well as their contributions.

Preferred Skills/Proficiencies

Initiative – To perform tasks in a timely manner.

Organization – To form understandable documents and to prepare the Section Annual Report.

Time Management – To juggle Section responsibilities with those of professional and personal life.

Computer Access & Proficiency – To combine documents, styles, etc. into a legible and cohesive format that can easily be used by the Board of Directors and understood by all interested parties.

Written Communication – To transcribe meeting discussions into meaningful documents.

Interpersonal - To effectively gather information from Study Group, Committee, and Board members.

Management Support – To spend the required time handling SPE-related business.

F. SECTION DIRECTOR-AT-LARGE - Position Profile

Key Position/Commitment

2 year term.
Attend monthly board meetings.
Liaise with study groups and committees providing assistance when needed.
Serve on ad hoc committees when requested by the chair.
1 to 2 hours per week of time required.

Role

Directors shall help with the overall direction of the Section and will act as liaisons between the Board and individual study and activity groups.

Responsibilities/Duties

Regular communication with assigned Study Groups providing support/direction where required
Participation in Ad Hoc committee's
Additional support to major initiatives taken on by the section (Awards, Recruiting Fairs, Magic Suitcase)
Voting Member of the Board of Directors

Preferred Prior Experiences

Member of the GCS
Prior involvement in SPE activities and/or committees
Prior experience with other organizations

Preferred Skills/Proficiencies

Teamwork
Communication
Leadership
Creative Thinking
Problem Solving

G. SECTION PAST CHAIR - Position Profile

Key Position/Commitment

1-year commitment for position, part of a 3-year commitment (Vice Chair, Chair, Past Chair).
Requires: Computer access, 1 - 2 hours per work week, plus 4 - 6 hours of time per month for Nominations Committee activities, 4 hours per month for HEC activity, and 1 - 2 hours per month on National Engineers Week Advisory Board/TSPE Engineer of the Year Selection Committee activities.
Attend all Board of Directors and Executive Committee meetings (approximately 12 per year), Houston Energy Council events (approximately 6), NEW/TSPE (9), and GCS Nominating Committee meetings (4).

Role

Advises Section Chair.
Chairs Section Awards and Nominations Committee.
Liaisons with the Houston Energy Council and attends meetings.
Liaisons with National Engineers Week Advisory Board and (if asked) TSPE Engineer of the Year Selection Committee.
Assists Section Chair in other matters as needed.

Responsibilities/Duties

Advises Section Chair on matters pertaining to Section business, procedures, processes, etc.
Chairs Section Awards and Nominations Committee, which identifies candidates for several Section and Region positions, TSPE awards, and SPEi awards.
Attends Houston Energy Council events as Section representative and reports to Board of Directors.
Attends and participates in National Engineers Week Advisory Board meetings.
If asked, participates in TSPE Engineer of the Year Selection Committee.
(Potentially, presides over GCS Succession Planning Committee activities.)
Presides or participates in other committees, programs, and/or activities as the Section Chair directs.

Preferred Prior Experiences

GCS Chair & Vice Chair – *Required*.
Member/Past Member of multiple GCS Study Groups and/or Committees – To help identify qualified candidates for various awards and nominations.
GCS Treasurer – To understand the budgeting process, balance sheets, and contributions of various groups.
GCS Secretary – To relate the different Section activity segments to the overall workings of the Board.
GCS Director – To understand the inner workings of the Section and Directors' functions and responsibilities.
Section Study Group officer or Committee Chair – To comprehend the effects of individual Study Groups or Committees on the operation of the Section as a whole.

Preferred Skills/Proficiencies

Networking – To identify proper personnel to fill needs and be eligible for awards.
Interpersonal – To convince candidates to seek office or awards, without causing strife by those who are not chosen. Also, to effectively interact with the Houston Energy Council members and members of other committees in which involved.
Judgment – To match qualifications, skills, and (hidden) talent with needs.
Honesty – To avoid even the perception of favoritism in choosing candidates.
Organization – To be able to set up committees, develop plans, and find the best candidates to fill award and/or nomination slots.
Written Communication – To properly prepare Awards and Nominations forms.
Oral Communication – To gain prospective candidates' support and to present recommendations in a logical manner.
Management Support – To spend the necessary time handling SPE-related business.
Registered P.E. and Member of Texas Society of Professional Engineers – To fully and equitably participate on the National Engineers Week Advisory and/or Engineer of the Year Selection Boards.

H. SECTION CAREER MANAGEMENT CHAIR - Position Profile

Key Position/Commitment

1-year commitment.

Requires: daily e-mail access, average two or more hours per week (the hours may be in monthly clusters), plus some visitation with local career management professionals.

Conduct committee meetings, minimum of once a quarter.

Also attend Board of Directors meetings (approximately 12 – 14 per year).

Role

Provide supervision, energy, and leadership for the committee group that provides guidance and opportunities in the area of career management.

Provide ongoing support for current initiatives in the area of career management.

Provide methodology for canvassing membership to identify their needs in the area of career management.

Craft and scope opportunities where SPE can help the Gulf Coast Section's membership with career management.

(These opportunities should match the demographics of the section's membership)

Responsibilities/Duties

Collects pertinent ideas from meetings, works with committee members to formulate action plans around the ideas, and supervises the implementation of those plans.

Reports to Board members summaries of meetings, presents action plans for BOD approval.

Distributes information to Board members, web site, and interested parties.

Submits an activity summary for Section Annual Report.

Preferred Prior Experiences

This particular position should be filled by someone with supervisory or HR background. Energies and efforts will be focused in areas where this experience is required.

While not absolutely required it is beneficial for the person who fills this position to have served within the section, either at the study group level or at the Board level.

GCS Director – To understand the inner workings of the Section and the goals and mission of SPE.

Section Study Group officer or Committee member – To comprehend committee function.

Preferred Skills/Proficiencies

Organization – able to schedule and conduct meetings.

Time Management – manage the chair's responsibilities with those of professional and personal life.

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

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

Interpersonal -bring together differing ideas around an issue, help formulate consensus, and motivate the group into action.

Management Support – To spend the required time handling SPE-related business.

Networking skills - willing to network with local supervisory & HR personnel both for discovery and dissemination of opportunities for SPE can help with career management

I. SECTION COMMUNICATIONS COORDINATING COMMITTEE CHAIR - Position Profile

Key Position/Commitment

Communications Coordinating Committee Chair

- Commitment: 1-3 years
- Monthly: Attend GCS Board meetings; attend committee meetings (publicity, newsletter, website) as needed; meet regularly (4-5 times/yr) with group as whole; several hours per month of interaction with committee chairs on various issues or strategies

Role

- Manage the transfer of SPE-GCS information inside and outside the section through well-coordinated communication programs, including newsletter, website and media/public relations
- Ensure consistent and redundant messages among all communication vehicles to maximize reach and impact of information.

Responsibilities/Duties

- Overall financial responsibility for individual budgets of newsletter, web and PR groups.
- Work with chairmen of newsletter, website and publicity committees to ensure consistent and complementary messages.
- Liaise between these groups and the Board of Directors on all communications issues.
- Work with committee chairmen to ensure smooth leadership succession process.
- Coordinate information from groups for annual report.
- Voting member, GCS Board of Directors.

Preferred Prior Experiences

- Marketing- and/or communications-related background/experience.
- Newsletter, website or publicity committee chairman (or other officer).
- Other study group or prior board experience.

Preferred Skills/Proficiencies

- Strong communications and organizational skills.
- Knowledge of print publication process and cycles (including advertising).
- Experience with web communications.
- Knowledge of industry media and news cycles.
- Effective time manager.
- Company management support for time required handling SPE business.

J. SECTION COMMUNITY SERVICE COORDINATION COMMITTEE CHAIR - Position Profile

Key Position/Commitment

- Commitment from 1 to 3 years
- Monthly commitment includes attending several committee functions per month and coaching sub-committee chairs as needed.

Role

- Oversees various community service committees
- Represents all community service committees on the board
- Overall financial responsibility for individual budgets of committees
- Coordinate information from committees for annual report

Responsibilities/Duties

These committees report to the CSCC chair:

- Scholarship
- Magic Suitcase
- Communities in Schools Houston
- Toys for Tots
- Denver Earth Science Project
- High School Recruiting Fairs
- Science and Engineering Fair Houston
- Computer Donations for Schools
- Internships for Scholarship winners
- Offshore Technology Conference HS Student Tours
- Student Chapter Support
- Earth Science Week
- Engineering Week
- Houston PREP

Work with committee chairs to ensure smooth leadership succession process

Preferred Prior Experiences

- Scholarship Chair –and/or-
- Chair of any other SPE-GCS CSCC Committee

Preferred Skills/Proficiencies

- Passion - to perform community outreach requires a commitment to serve others
- Interpersonal – to effectively manage people
- Organization – to track the time lines for community related events
- Creativity – to create new projects that will be successful in serving the community
- Time Management – to juggle SPE responsibilities with those of professional and personal life.
- Management Support – to spend the required time handling SPE-related business

K. SECTION MEMBERSHIP COMMITTEE CHAIR - Position Profile

Key Position/Commitment

- Focuses on recruitment of new and reinstating members, retention and engagement of current members, and providing the services to our membership that they value.
- Attend Monthly Board Meetings and ELP Board meeting.
- Meet occasionally with Membership Committee to develop new ideas.
- Attends Membership Committee functions.
- Commitment from 1 to 3 years.
- Monthly commitment includes meetings above and several hours per month of interaction with members and webmaster via e-mail.

Role

- Champion of efforts to recruit and retain members.

Responsibilities/Duties

These committees report to the Membership Committee chair:

- Ambassador program – road show to recruit members
- Volunteer Recognition – shirts in 01/02
- Membership Benefits – Verizon discount, etc.
- Membership Retention - mailing of a letter and a small gift to delinquent members
- Newcomers Happy Hour – schedule quarterly events and invite new members

The Membership Chair is also responsible to

- Post new members on website in the “who’s new to town” section
- Respond to “Want to Get Involved” inquiries from the website and forward to appropriate groups
- Serve on Nominating Committee, and find replacements for officers during the year as needed
- Submit monthly article listing membership contest results and winners
- Assist Past Chair with preparing nominations for SPEI awards
- Emerging Leader Program Liaison – act as advisor to group

Preferred Prior Experiences

- Past committee or study group chair. -and/or-
- Past member of board of directors of GCS. -and/or-
- Past officer of another section of SPE. -and/or-
- Past member of membership committee.

Preferred Skills/Proficiencies

- Passion - to promote SPE as a value-adding activity for E&P professionals
- Interpersonal – to effectively manage people
- Organization – to track the time lines for membership related events
- Creativity – to create new recruiting/retention projects that will be successful
- Time Management – to juggle SPE responsibilities with those of professional and personal life.
- Management Support – to spend the required time handling SPE-related business

L. SECTION PROGRAMS CHAIR - Position Profile

Key Position/Commitment

- Commitment: 1-3 years
- Monthly: Attend GCS Board meetings; regular communication with study groups/committees on various issues.

Role

- To assist and monitor the many and various programs and technical events within the GCS to ensure quality and avoid duplication.

Responsibilities/Duties

- Host a breakout session at the GCS kickoff meeting for all programs chairs; brainstorm hot topics and speakers and help set objectives/direction for the program year.
- To be cognizant of all programs hosted by the section throughout year.
- Coordination of Distinguished Lecturers – this requires early action, before year begins!!
- Reinforce study group obligation to send event summaries to newsletter on time.
- Periodically examine the section's programs to ensure all necessary topics are being covered; if not, work with study groups and committees to come up with solutions.
- Voting member, GCS Board of Directors.

Preferred Prior Experiences

- Study group programs chair.
- Newsletter experience.
- Service company representative (wider range of focus).

Preferred Skills/Proficiencies

- Strong organizational skills.
- Strong communication skills.
- Awareness of industry technical trends and member technical needs.
- Company management support for time required handling SPE business.

M. SECTION SOCIAL ACTIVITY CHAIR – Position Profile

Key Position/Commitment

Social Activity Chair

- Commitment: 1-3 years
- Monthly: Attend GCS Board meetings; 5-6 hrs meeting/visiting with committee chairmen.

Role

- To further the image of SPE-GCS through coordination of social events for GCS members and their families
- Interface regularly with the different social committees to ensure smooth process for event planning.

Responsibilities/Duties

- Serve as a liaison to the Board of Directors for all social events held yearly for the section.
- Voting member, GCS Board of Directors.

Preferred Prior Experiences

- Event coordination.
- Service company representative (oilfield sales background).

Preferred Skills/Proficiencies

- Outgoing personality.
- Negotiation skills when dealing with committee chairpersons and Board members.
- Company management support for time required handling SPE business.

N. SECTION TECHNOLOGY TRANSFER CHAIR – Position Profile

Key Position/Commitment

1-year commitment (depending on initiatives could be two years).
Requires: daily e-mail access, average five or more hours per week (the hours may be in monthly clusters), plus some visitation with other local professional technical societies.
Conduct committee meetings, minimum of once a quarter.
Also attend Board of Directors (BOD) meetings (approximately 12 – 14 per year).

Role

Technology transfer is one of the core activities of the society. This position is to discover opportunities to fill in the gaps where technology needs to be disseminated to the appropriate membership communities within the society. The dissemination of information can be between study groups, within the society, between the SPE and other technical and professional societies, industry focused groups, universities, or corporations. The type of information, method and venue are part of the creative process that this person supervises.
Provide supervision, energy, and leadership for the committee group that provides guidance and opportunities in the area of technology transfer.
Provide ongoing support for current initiatives in the area of technology transfer.
Provide methodology for canvassing membership to identify their needs in the area of technology transfer.
Craft and scope opportunities where SPE can help disseminate technology with the end the Gulf Coast Section's membership.
(These opportunities and committee diversity should match the demographics of the section's membership; special focus should be to include appropriate ELP activists.)

Responsibilities/Duties

Collects pertinent ideas from meetings, works with committee members to formulate action plans around the ideas, and supervises the implementation of those plans.
Reports to Board members summaries of meetings, presents action plans for BOD approval.
Distributes information to Board members, web site, and interested parties.
Submits an activity summary for Section Annual Report.

Preferred Prior Experiences

This particular position should be filled by someone with marketing or project management background. Energies and efforts will be focused in areas where this experience is required.
It is beneficial for the person who fills this position to have served within the section, preferably at the study group level or committee level or at the Board level.
GCS Director – To understand the inner workings of the Section as well as the goals and mission of SPE.
Section Study Group officer or Committee member – To comprehend committee function and interface.

Preferred Skills/Proficiencies

Project management skills -ability to manage multiple interconnected tasks
Marketing background - ability to generate and sustained energy around a particular effort
Organization – able to schedule and conduct meetings.
Time Management – manage the chair's responsibilities with those of professional and personal life.
Computer Access & Proficiency –utilizing e-mail for communication purposes, the familiar with web-based activities.
Written Communication –able to compose plans into documents and reports of activities.
Interpersonal -bring together differing ideas around an issue, help formulate consensus, and motivate the group into action.
Management Support – To spend the required time handling SPE-related business.
Networking skills - willing to network within and outside the society for discovery and dissemination of opportunities for SPE can help with technology transfer.

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III
POSITION PROFILES
STUDY GROUPS and COMMITTEES

III. Position Profiles – Study Groups and Committees

A. STUDY GROUP/COMMITTEE CHAIR - Position Profile

Key Position/Commitment

1-year commitment for position, part of a 2-year commitment (Vice Chair or member of Study Group/Committee Executive Committee, Chair).
Requires: Computer access, 2 to 4 hours per week.
Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

Presides at all Executive Committee meetings and Study Group/Committee functions.
Facilitates special meetings and projects.
Serves as the primary contact with the SPE-Gulf Coast Section.
Provides vision and direction in accordance with the Mission Statement.
Acts fairly and justly.
Exhibits fiscal responsibility.
Represents Study Group/Committee in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

Schedules, sets agendas, and presides over Executive Committee meetings.
Provides guidance to other Executive Committee members.
Casts deciding vote in the event of a tie by the Executive Committee.
Forwards information to newsletter and website coordinators.
Sets goals in accordance with the Mission Statement.
Organizes ad hoc committees to perform tasks and meet goals.

Preferred Prior Experiences

Member of Study Group/Committee general membership.
Either Vice Chair or member of Study Group/Committee Executive Committee.
Technical experience in the oil and gas industry.

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.
Energetic – Tireless, self-starter, positive attitude, focused.
Temperament – Levelheaded, works well under pressure, takes criticism well, allows others to express different views, strong negotiation skills, patient.
External Support – Both time and financial commitment from employer, time and moral support from family members, to handle SPE-related business.

B. STUDY GROUP/COMMITTEE VICE CHAIR - Position Profile

Key Position/Commitment

1-year commitment for position, part of a 2-year commitment (Vice Chair, Chair).
Requires: Computer access, 2 to 4 hours per week.
Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

(As backup to Chair.)
Presides at all Executive Committee meetings and Study Group/Committee functions.
Facilitates special meetings and projects.
Serves as the primary contact with the SPE-Gulf Coast Section.

Provides vision and direction in accordance with the Mission Statement.
Acts fairly and justly.
Exhibits fiscal responsibility.
Represents Study Group/Committee in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

(As backup to Chair.)
Schedules, sets agendas, and presides over Executive Committee meetings.
Provides guidance to other Executive Committee members.
Casts deciding vote in the event of a tie by the Executive Committee.
Forwards information to newsletter and website coordinators.
Sets goals in accordance with the Mission Statement.
Organizes ad hoc committees to perform tasks and meet goals.

Preferred Prior Experiences

Member of Study Group/Committee general membership.
Member of Study Group/Committee Executive Committee.
Technical experience in the oil and gas industry.

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.
Energetic – Tireless, self-starter, positive attitude, focused.
Temperament – Levelheaded, works well under pressure, takes criticism well, allows others to express different views, strong negotiation skills, patient.
External Support – Both time and financial commitment from employer, time and moral support from family members, to handle SPE-related business.

C. STUDY GROUP/COMMITTEE TREASURER/VICE TREASURER – Position Profile

Key Position/Commitment

1-year commitment for position, part of a 3-year commitment (Executive Committee member, Vice Treasurer, Treasurer).

Requires: Computer access, 1 to 2 hours per month.

Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

(As backup to Treasurer.)

Manages Study Group/Committee budget and monetary accounts.

Accounts for monies collected at functions.

Reports to SPE-GCS Board in a timely fashion.

Performs duties in accordance with the Mission Statement.

Represents Study Group/Committee in outside events in a responsible and professional manner.

Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

(As backup to Treasurer.)

Coordinates with SPE-GCS Treasurer for funding.

Prepares yearly fiscal budget to present to SPE-GCS.

Settles bills with program event vendors.

Fills out post-event reports and sends to SPE-GCS Treasurer.

Endorses checks and forwards to SPE-GCS or Paine Webber (whichever is appropriate to the specific group).

Reports financials to Study Group/Committee on a monthly basis.

Works closely with Treasurer to prepare for the coming fiscal year and change to Treasurer.

Preferred Prior Experiences

At least one year of experience with the Study Group/Committee Executive Committee.

Understanding of budgeting processes, financial operations, and balance sheets.

Technical experience in the oil and gas industry.

Preferred Skills/Proficiencies

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

Trustworthy – Will be working with credit card information and large sums of money.

Energetic – Tireless, self-starter, positive attitude, focused.

Temperament – Levelheaded, works well under pressure, takes criticism well, allows others to express different views, strong negotiation skills, patient.

External Support – Both time and financial commitment from employer, time and moral support from family

members, to handle SPE-related business. Organization – To properly plan, start projects, and carry out duties.

D. STUDY GROUP/COMMITTEE PROGRAMS CHAIR – Position Profile

Key Position/Commitment

1-year commitment for position, part of a 2-year commitment (prior Executive Committee experience).
Requires: Computer access, 3 to 6 hours per month.
Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

Arranges topics and speakers for regularly scheduled programs of the Study Group/Committee.
Forwards bios and program information to Publicity Chair in time to include in SPE-GCS newsletter and on website.
Introduces speakers at programs.
Gathers ideas for programs from Executive Committee and Study Group/Committee general membership.
Performs duties in accordance with the Mission Statement.
Represents Study Group/Committee in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

Initiates correspondence with potential speakers.
Keeps log of topic ideas for future meetings.
Plans entire year's programs early in year.
Coordinates between speakers and Arrangements Chair to ensure that speaker's needs are met on program day.

Preferred Prior Experiences

At least one year of experience with the Study Group/Committee Executive Committee.
Technical experience in the oil and gas industry.

Preferred Skills/Proficiencies

Organization – Working as liaison between speakers and Arrangements Chair.
Oral Communication – Public speaking, introduction of speakers at programs.
Leadership – Motivates, uses interpersonal skills, is a pacesetter, has a likeable personality, and has strong judgment skills.
Time management – Preparation of programs in a timely fashion.
Energetic – Tireless, self-starter, positive attitude, focused.
Temperament – Levelheaded, works well under pressure, takes criticism well, allows others to express different views, strong negotiation skills, patient.

E. STUDY GROUP/COMMITTEE ARRANGEMENTS CHAIR – Position Profile

Key Position/Commitment

1-year commitment for position, part of a 2-year commitment (prior Executive Committee experience).
Requires: Computer access, early commitment of 4 to 6 hours per week to get contracts set up, later commitment of 1 to 2 hours per month to set up Executive Committee meetings.
Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

Negotiates contracts with meeting facilities for Executive Committee meetings and Study Group/Committee functions.
Handles special requests for meeting set-ups (audio-video, etc.)
Works closely with Executive Committee and Study Group/Committee membership to ensure best logistics for meeting sites.
Performs duties in accordance with the Mission Statement.
Represents Study Group/Committee in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

Corresponds with meeting facility representatives to arrange number and types of meals to prepare, number of tables to set up, room format, and special requests from presenters.
Works with presenters to determine logistics and special requests for presentations and programs.
Negotiates contracts and works with entire membership in mind to determine the best possible geographic area for the Study Group/Committee to meet.

Preferred Prior Experiences

At least one year of experience with the Study Group/Committee Executive Committee.
Technical experience in the oil and gas industry.

Preferred Skills/Proficiencies

Organization – To properly plan, start projects, and carry out duties.
Leadership – Motivates, uses interpersonal skills, is a pacesetter, has a likeable personality, and has strong judgment skills.
Energetic – Tireless, self-starter, positive attitude, focused.
Temperament – Levelheaded, works well under pressure, takes criticism well, allows others to express different views, strong negotiation skills, patient.

F. STUDY GROUP/COMMITTEE REGISTRATION CHAIR – Position Profile

Key Position/Commitment

1-year commitment for position, part of a 2-year commitment (preferably as part of registration committee).
Requires: Computer access, 2 to 4 hours every other month at regularly scheduled program.
Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

Organizes Registration Committee members to have enough people on hand at functions to register participants.
Accounts for monies collected at functions.
Performs duties in accordance with the Mission Statement.
Represents Study Group/Committee in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

Oversees Registration Committee which registers program participants prior to the program.
Handles credit card payments, checks and cash for program events.
Picks up registration documentation from SPE-GCS just prior to the program.
Picks up speaker gift from SPE-GCS when picking up registration documentation.

Preferred Prior Experiences

At least one year of experience with the Study Group/Committee Executive Committee, preferably on the Registration Committee.
Technical experience in the oil and gas industry.

Preferred Skills/Proficiencies

Organization – To properly plan, start projects, and carry out duties.
Leadership – Motivates, uses interpersonal skills, is a pacesetter, has a likeable personality, and has strong judgment skills.
Time management – Able to attend all program events.
Energetic – Tireless, self-starter, positive attitude, focused.
Temperament – Levelheaded, works well under pressure, takes criticism well, allows others to express different views, strong negotiation skills, patient.
External Support – Both time and financial commitment from employer, time and moral support from family members, to handle SPE-related business. Organization – To properly plan, start projects, and carry out duties.

G. STUDY GROUP/COMMITTEE SPECIAL EVENTS CHAIR – Position Profile

Key Position/Commitment

1-year commitment for position.
Requires: Computer access. 1 - 3 hours per month with shift to 6 - 10 hours per week one month prior to event.
Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

Arranges vendors and speakers for yearly event of the Study Group/Committee.
Forwards bios/program information to Publicity Chair in time to include in SPE-GCS newsletter and on website.
Introduces speakers at event.
Leads/coordinates Event committee volunteers.
Coordinates with Arrangements Chair for location and set-up.
Performs duties in accordance with the Mission Statement.
Represents Study Group/Committee in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

Initiates correspondence with potential vendors and speakers.
Keeps data from past events for future information and learning.
Builds large committee of volunteers to spread the workload.
Coordinates between vendors/speakers and Arrangements Chair to ensure that needs are met on program day.

Preferred Prior Experiences

At least one year of experience with the Study Group/Committee Executive Committee.
Technical experience in the oil and gas industry.

Preferred Skills/Proficiencies

Organization – Working as liaison between vendors/speakers and Arrangements Chair.
Oral Communication – Public speaking, introduction of speakers at event.
Leadership – Motivates, uses interpersonal skills, is a pacesetter, has a likeable personality, and has strong judgment skills.
Time management – Preparation of event in a timely fashion.
Energetic – Tireless, self-starter, positive attitude, focused.
Temperament – Levelheaded, works well under pressure, takes criticism well, allows others to express different views, strong negotiation skills, patient.

H. STUDY GROUP/COMMITTEE PUBLICITY CHAIR – Position Profile

Key Position/Commitment

1 to 2-year commitment for position.
Requires: Computer access, 4 to 6 hours per month.
Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

Keeps communication going to Study Group/Committee members as well as SPE-GCS and SPEi.
Performs duties in accordance with the Mission Statement.
Represents Study Group/Committee in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

Ensures that speaker bios and information are sent to SPE-GCS in a timely manner.
Forwards monthly/periodic newsletter on time.
Updates information on website by forwarding in a timely manner to website managers.
Prepares flyers and brochures for special functions.

Preferred Prior Experiences

At least one year of experience with the Study Group/Committee Executive Committee.
Technical experience in the oil and gas industry.

Preferred Skills/Proficiencies

Organization – To regularly forward information to SPE-GCS newsletter and website.
Leadership – Motivates, uses interpersonal skills, is a pacesetter, has a likeable personality, and has strong judgment skills.
Energetic – Tireless, self-starter, positive attitude, focused.
Computer skills – Understanding of website creation and management preferred but not required.

I. STUDY GROUP/COMMITTEE MEMBERSHIP CHAIR – Position Profile

Key Position/Commitment

1 to 2-year commitment for position.
Requires: Computer access, 1 to 2 hours per week.
Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

Keeps all membership records up to date and forwards the information to the Executive Committee members.
Performs duties in accordance with the Mission Statement.
Represents Study Group/Committee in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

Coordinates efforts to retain existing members and recruit new members.
Keeps membership database updated.
Contacts potential members with information about the individual Study Group/Committee as well as information about SPE-GCS.
Provides membership information to potential members at all Study Group/Committee functions.

Preferred Prior Experiences

At least one year of experience with the Study Group/Committee Executive Committee.
Technical experience in the oil and gas industry.

Preferred Skills/Proficiencies

Organization – To regularly update databases and communicate those changes.
Leadership – Motivates, uses interpersonal skills, is a pacesetter, has a likeable personality, and has strong judgment skills.
Energetic – Tireless, self-starter, positive attitude, focused.
Computer skills – Able to create and maintain membership database.

J. STUDY GROUP/COMMITTEE SECRETARY/VICE SECRETARY – Position Profile

Key Position/Commitment

1-year commitment for position, part of a 2-year commitment (Vice-Secretary, Secretary).
Requires: Computer access, 1 to 2 hours per month.
Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

(As backup to Secretary.)
Summarizes each meeting of the Executive Committee and sends notes to each member of the committee.
Keeps tables on action items.

Performs duties in accordance with the Mission Statement.
Represents Study Group/Committee in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

(As backup to Secretary.)
Keeps accurate minutes during monthly/periodic meetings.
Keeps a record of all events.
Creates a year-end report to be provided to the incoming Study Group/Committee Executive Committee.
Attends to all correspondence from the Study Group/Committee.

Preferred Prior Experiences

Strong grasp of the English language.
Technical experience in the oil and gas industry.

Preferred Skills/Proficiencies

Organization – To properly plan, start projects, and carry out duties.
Leadership – Motivates, uses interpersonal skills, is a pacesetter, has a likeable personality, and has strong judgment skills.
Energetic – Tireless, self-starter, positive attitude, focused.
Temperament – Levelheaded, works well under pressure, takes criticism well, allows others to express different views, strong negotiation skills, patient.
External Support – Both time and financial commitment from employer, time and moral support from family members, to handle SPE-related business.
Organization – To properly plan, start projects, and carry out duties.
Written Communication – Information from Study Group/Committee to outsiders, establishing clear written documentation of meetings/events.

K. STUDY GROUP/COMMITTEE DEVELOPMENT CHAIR – Position Profile

Key Position/Commitment

1 to 2-year commitment for position.
Requires: Computer access, 1 to 2 hours per week.
Attend all Executive Committee meetings (6 to 12 per year), as well as Study Group/Committee meetings (usually 1 every two months).

Role

Provides education, training, and guidance in the development of leadership and people management skills as well as personal and career growth.
Performs duties in accordance with the Mission Statement.
Represents Study Group/Committee in outside events in a responsible and professional manner.
Avoids perception of acting on behalf of special interests or for personal gain.

Responsibilities/Duties

Identifies training needs and trainers to fill those needs.
Works with Publicity Committee to create awareness of Development opportunities.
Recruits new members to the Executive Committee.

Preferred Prior Experiences

At least one year of experience with the Study Group/Committee Executive Committee.
Technical experience in the oil and gas industry.

Preferred Skills/Proficiencies

Organization – To properly plan, start projects, and carry out duties.
Oral Communication – Public speaking, 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.
Energetic – Tireless, self-starter, positive attitude, focused.
Temperament – Levelheaded, works well under pressure, takes criticism well, allows others to express different views, strong negotiation skills, patient.

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IV
SUCCESSION PLANNING WORKSHEETS
BOARD OF DIRECTORS

IV. Succession Planning Worksheets – Board of Directors

A. SECTION CHAIR/VICE CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- GCS Treasurer				
- GCS Secretary				
- GCS Director				
- Section Study Group Officer and/or Committee Chair				
- Leadership Positions in other Section(s)				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative/Enthusiasm				
- Organization				
- Leadership Skills				
- Time Management				
- Energy				
- Oral Communication				
- Written Communication				
- Interpersonal Skills				

**Succession Planning Worksheet
Position Section Chair (continued)**

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
NAME				
- Management Support				
- Education/Training (finance, accounting, business fundamentals, computer proficiency)				
- Temperament				
- Negotiation Skills				
- Networking Skills				
- Judgment				
- Honesty				
- Registered P.E. / Member of TSPE				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

B. SECTION TREASURER/VICE TREASURER – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Committee member and/or				
- Treasurer of Committee or Study Group and/or				
- Student chapter Treasurer and/or				
- Manager in operating or service company w/ P&L accountability & responsibility				
Preferred Skills/Proficiencies (H/M/L)				
- Finance & budgeting				
- Detail oriented				
- Commitment				
- Initiative				
- Time management				
- Computer access & proficiency				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

C. SECTION SECRETARY – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- GCS Director				
- Section Study Group Officer or Committee Member				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative				
- Organization				
- Time Management				
- Computer Proficiency				
- Written Communication				
- Interpersonal Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

D. SECTION DIRECTOR-AT-LARGE – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Section Study Group Officer and/or Committee Chair				
- Leadership Positions in other Section(s)				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative/Enthusiasm				
- Organization				
- Leadership Skills				
- Oral Communication				
- Interpersonal Skills				
- Management Support				
- Creative Thinking				
- Networking Skills				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

E. SECTION CAREER MANAGEMENT CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- HR Background or Management				
- Engineering Supervisory Management				
- Other study group officer or Board position				
- Other professional organization activities				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative				
- Oral/written communication				
- Organization (Multiple interconnected tasks)				
- Leadership (Build & sustain energy around project)				
- Time Management				
- Knowledge of project management				
- Web communications/management				
- Networking (knowledge of professionals outside SPE)				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

F. SECTION COMMUNICATIONS COORDINATING COMMITTEE CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Marketing –and/or-communications				
- NL, Web, or Publicity Committee Chair				
- Other Study Group officer or Board position				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative				
- Oral/Written communication				
- Organization				
- Leadership				
- Time Management				
- Knowledge of publication process, incl. advertising				
- Web communications/management				
- Time Management				
- Knowledge of industry media and news cycles				
- Management support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

G. SECTION COMMUNITY SERVICE COORDINATION COMMITTEE CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Scholarship Chair –and/or-				
- Chair of any other SPE-GCS CSCC Committee				
Preferred Skills/Proficiencies (H/M/L)				
- Passion - to perform community outreach requires a commitment to serve others				
- Interpersonal – to effectively manage people				
- Organization – to track the time lines for community related events				
- Creativity – to create new projects that will be successful in serving the community				
- Time Management – to juggle SPE responsibilities with those of professional and personal life.				
- Management Support – to spend the required time handling SPE-related business				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

H. SECTION MEMBERSHIP COMMITTEE CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Past committee or study group chair. -and/or-				
- Past member of board of directors of GCS. -and/or-				
- Past officer of another section of SPE. -and/or-				
- Past member of membership committee.				
Preferred Skills/Proficiencies (H/M/L)				
- Passion - to promote SPE as a value-adding activity for E&P professionals				
- Interpersonal – to effectively manage people				
- Organization – to track the time lines for membership related events				
- Creativity – to create new recruiting/retention projects that will be successful				
- Time Management – to juggle SPE responsibilities with those of professional and personal life.				
- Management Support – to spend the required time handling SPE-related business				
Employer Type (OP/SC/Other)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

I. SECTION PROGRAMS CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Technical experience in the oil and gas industry.				
- One year with the Study Group/Committee Board.				
Preferred Skills/Proficiencies (H/M/L)				
- Organization				
- Time Management				
- Deadline Focus				
- Oral and Written Communication				
- Interpersonal Skills				
- Negotiation Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

J. SECTION SOCIAL ACTIVITY CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Social event coordination.				
- Service company representative, preferably sales..				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative				
- Organization				
- Interpersonal skills (outgoing)				
- Management support				
- Timer management				
-				
-				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

K. SECTION TECHNOLOGY TRANSFER CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Marketing or Project Management				
- Technical Background or Management				
- Other study group officer or Board position				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative				
- Oral/written communication				
- Organization (Multiple interconnected tasks)				
- Leadership (Build & sustain energy around project)				
- Time Management				
- Knowledge of project management				
- Web communications/management				
- Networking (knowledge of professionals outside SPE)				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

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V
SUCCESSION PLANNING WORKSHEETS
STUDY GROUPS and COMMITTEES

V. Succession Planning Worksheets – Study Groups and Committees

A. STUDY GROUP/COMMITTEE CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- One year as Vice Chair				
- Technical experience in the oil and gas industry.				
Preferred Skills/Proficiencies (H/M/L)				
- Leadership				
- Organization				
- Meeting Management				
- Time Management				
- Energetic				
- Oral and Written Communication Skills				
- Temperament				
- Interpersonal Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

B. STUDY GROUP/COMMITTEE VICE CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- One year with Study Group/Committee.				
- Technical experience in the oil and gas industry.				
Preferred Skills/Proficiencies (H/M/L)				
- Leadership				
- Organization				
- Meeting Management				
- Time Management				
- Energetic				
- Oral and Written Communication Skills				
- Temperament				
- Interpersonal Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Discipline (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Tech, Other)				

C. COMMITTEE TREASURER – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Committee member for at least 2 years and				
- Committee Vice Treasurer for 1 year or				
- Treasurer of another committee or study group or				
- Treasurer in another SPE section or				
- Student Chapter Treasurer				
Preferred Skills/Proficiencies (H/M/L)				
- Financial – understanding of SPE GCS financial procedures				
- Detail oriented – to track expenses and revenues accurately				
- Problem Solving –to develop a plan for over-under attendance, assist committee in setting payment policies (since attendance at events is unpredictable)				
- Computer Access – GCS Financial Excel Spreadsheet to be faxed or emailed				
- Management Support – to spend the required time handling SPE-related business				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

D. STUDY GROUP TREASURER – Succession Planning Worksheet

Preferred Prior Experience (Y/N With Details and Timing)				
- One year as Vice Treasurer.				
- Technical experience in the oil and gas industry.				
Preferred Skills/Proficiencies (H/M/L)				
- Leadership				
- Trustworthy				
- Energetic				
- Levelheaded				
- External support				
- Organizational skills				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

E. STUDY GROUP/COMMITTEE VICE TREASURER – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- One year experience with Study Group/Committee				
- Understanding of budgeting processes.				
Preferred Skills/Proficiencies (H/M/L)				
- Leadership				
- Trustworthy				
- Energetic				
- Levelheaded				
- External support				
- Organizational skills				
Employer Type (OP/SC/Other)				
Experience (Years)				

F. STUDY GROUP/COMMITTEE PROGRAM CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Technical experience in the oil and gas industry.				
- One year with the Study Group/Committee Board.				
Preferred Skills/Proficiencies (H/M/L)				
- Organization				
- Leadership				
- Energetic				
- Temperament				
- Time Management				
- Deadline Focus				
- Oral and Written Communication				
- Interpersonal Skills				
- Negotiation Skills				
- Management Support/External Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

G. STUDY GROUP/COMMITTEE ARRANGEMENTS CHAIR– Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Technical experience in the oil and gas industry.				
- One year with the Study Group/Committee.				
Preferred Skills/Proficiencies (H/M/L)				
- Negotiation Skills				
- Organization				
- Time Management				
- Written Communication				
- Interpersonal Skills				
- Management Support				
- Temperament				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

H. STUDY GROUP/COMMITTEE REGISTRATION CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Technical experience in the oil and gas industry.				
- One year with the Study Group/Committee.				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative				
- Organization				
- Time Management				
- Negotiation Skills				
- Interpersonal Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

I. STUDY GROUP/COMMITTEE SPECIAL EVENTS CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Technical experience in the oil and gas industry.				
- One year with the Study Group/Committee Board.				
Preferred Skills/Proficiencies (H/M/L)				
- Leadership				
- Organization				
- Time Management				
- Deadline Focus				
- Oral and Written Communication				
- Interpersonal Skills				
- Negotiation Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

J. STUDY GROUP/COMMITTEE PUBLICITY CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Technical experience in the oil and gas industry.				
- One year with the Study Group/Committee.				
Preferred Skills/Proficiencies (H/M/L)				
- Organization				
- Technical Writing Skills				
- Time Management				
- Computer Proficiency				
- Deadline Focus				
- Interpersonal Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

K. STUDY GROUP/COMMITTEE MEMBERSHIP CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Technical experience in the oil and gas industry.				
- One year with the Study Group/Committee.				
Preferred Skills/Proficiencies (H/M/L)				
- Leadership				
- Organization				
- Energetic				
- Computer Proficiency				
- Written Communication				
- Interpersonal Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

L. STUDY GROUP/COMMITTEE SECRETARY – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- One year as Vice Secretary.				
- Technical experience in the oil and gas industry.				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative				
- Organization				
- Time Management				
- Computer Proficiency				
- Written Communication				
- Interpersonal Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

M. STUDY GROUP/COMMITTEE VICE SECRETARY – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Technical experience in the oil and gas industry.				
- One year experience with Study Group/Committee				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative				
- Organization				
- Time Management				
- Computer Proficiency				
- Written Communication				
- Interpersonal Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

N. STUDY GROUP/COMMITTEE DEVELOPMENT CHAIR – Succession Planning Worksheet

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Preferred Prior Experience (Y/N With Details and Timing)				
- Technical experience in the oil and gas industry.				
- One year with the Study Group/Committee Board.				
Preferred Skills/Proficiencies (H/M/L)				
- Initiative				
- Organization				
- Time Management				
- Leadership				
- Oral and Written Communication				
- Interpersonal Skills				
- Management Support				
Comments				
Employer Type (OP/SC/Other)				
Experience (Years)				
Disc: (D&C, Fac, HR, HSE, IT, Mgmt, Prod, Resv, Other)				

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VI
SUCCESSION PLANNING WORKSHEETS
WORKING COPIES COMPLETE WITH DATA
(PRIVATE)

**VI. Succession Planning Worksheets – Working Copies Complete with Data -
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VII
SUCCESSION PLAN SUMMARIES
(PRIVATE)

VII. Succession Plan Summaries (PRIVATE)

A. SECTION BOARD POSITIONS - SUCCESSION PLAN SUMMARY

GCS Board Succession Plan Summary (YEAR)

Key Position	Near-Term Candidates		Longer-Term Candidate
	Name/Employer/Exp/Disc	Name/Employer/Exp/Disc	Name/Employer/Exp/Disc
Vice Chair			
Vice Treasurer			
Secretary			
Director			
Director			
Director			
Career Mgmt Chair			
Communications Chair			
Community Services Chair			
Membership Chair			
Programs Chair			
Social Chair			
Tech Transfer Chair			
Chair			
Treasurer			
Director			
Director			
Director			
DIVERSITY CHECK*			
Employer Type			
- % Operators			
- % Service Company			
- % Other			
Experience (Years)			
- % <10			
- % 10-20			
- % >21			
Discipline			
- Drilling			
- Facilities			
- Production			
- Reservoir			
- Other			

*Ensure diversity check is inclusive of entire Board rather than only key positions being filled.

B. STUDY GROUPS/COMMITTEES POSITIONS - SUCCESSION PLAN SUMMARY

Study Group/Committee Succession Plan Summary (YEAR)

Key Position	Near-Term Candidates		Longer-Term Candidate
	Name/Employer/Exp/Disc	Name/Employer/Exp/Disc	Name/Employer/Exp/Disc
Chair			
Vice Chair			
Treasurer			
Programs Chair			
Arrangements Chair			
Activity/Event Lead			
Publicity Chair			
Other			
DIVERSITY CHECK*			
Employer Type			
- % Operators			
- % Service Company			
- % Other			
Experience (Years)			
- % <10			
- % 10-20			
- % >21			
Discipline			
- Drilling			
- Facilities			
- Production			
- Reservoir			
- Other			

*Ensure diversity check is inclusive of entire leadership team of Study Group/Committee rather than on

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