



SPE Board of Directors – Roles and Responsibilities

Overview

The Board of Directors is the governing and policy-making body of the worldwide Society of Petroleum Engineers. The Board has responsibility for overseeing all Society programs and services. The Board delegates oversight responsibilities for the various programs to SPE Board Committees.

Board of Directors

The SPE Board of Directors comprises 28 Directors in four classes, as set forth in the Society's Constitution. The four classes of Directors are: (1) Officers; (2) At-Large Directors; (3) Regional Directors; and (4) Technical Directors. There are four Officers (President, President-elect, Past President, and Vice President Finance); two (2) At-Large Directors; sixteen (16) Regional Directors; and six (6) Technical Directors. Directors serve for a three year term. Regional Directors must reside in the geographical areas they represent. Technical Directors must be part of the technical specialty they represent.

Board Committees

Members of the SPE Board of Directors serve annually on one of three Board Committees: (1) Member Programs - MP, (2) Communications and Knowledge Sharing - CKS, (3) Training, Programs and Meetings - TPM. Four Directors also serve on the Audit Committee, in addition to another Committee assignment. The President-elect annually makes appointments to Board Committees.

The Society's Officers, plus the Chairpersons of the three Board Committees, and the Society's Chief Executive Officer, comprise the Committee on Finance and Strategy (F&S). F&S has primary responsibility for oversight on financial and investment matters and oversees the development and implementation of strategic plans. All actions of Board Committees are subject to Board approval/ratification.

Officers

SPE's Board Officers are the President, President-elect, Past President, and Vice President Finance. The President is the chief Board officer and, as such, presides at meetings of the F&S Committee and the Board of Directors. The President is the principal spokesperson for the society and travels extensively, representing the society at SPE conferences, section and student chapter meetings, and other industry events. The other Officers share travel responsibilities with the President. The Vice President Finance is responsible for overseeing the preparation by SPE staff of financial statements, including annual operating budgets, and for advising the Board on the performance of SPE investments.

Directors - Regional

In addition to Board responsibilities, each SPE Regional Director has responsibility for one of the Society's administrative (geographical) regions. Regional Directors work to ensure effective communication between the SPE Board, local councils (where applicable), and section and student chapter officers. Personal contacts via visits to section and chapter meetings are important to the continued growth and development of SPE. In the absence of meetings, regular communications with section and student chapter officers and members via telephone or e-mail is an important responsibility of Regional Directors.

Visits to section and student chapters provide the opportunity for Regional Directors to learn about member needs and to explain SPE programs. SPE provides assistance in accordance with the Board Member Travel Reimbursement Policy for travel associated with section visits, as Regional Directors are expected to visit each section in their region at least once during their three-year term. Frequently, a meeting is held with officers from all sections in a given administrative region. Often, such meetings are held in conjunction with SPE regional or topical meetings. Regional Directors may also be assigned special responsibilities by the SPE President.

Directors - Technical

In addition to Board responsibilities, Technical Directors have responsibility for representing SPE members who have interests in one of the six technical disciplines. Such responsibilities include oversight of SPE meetings, publications, and member services programs to ensure quality coverage in such programs for the technical specialty. Technical Directors encourage new programs to meet the interests and needs of their respective specialties.

At-Large Directors

In addition to Board responsibilities, the President may assign At-Large Directors special responsibilities for programs and activities. These responsibilities may include specific liaison assignments with ad hoc committees. At-Large Directors often serve as Chairpersons of ad hoc Board committees.

Meetings

The SPE Board of Directors holds three regular meetings annually. Meetings are held in February-March; June; and September-October. The September-October meeting is held in conjunction with the Society's Annual Technical Conference and Exhibition (ATCE). Typically, meetings are held on a Friday-through-Sunday time frame.

Meetings of the SPE Board Committees are held in conjunction with the SPE Board meetings. Generally, these meetings precede the SPE Board meeting. Additional meetings can be called by the SPE President or by the Chairpersons of the Board Committees. SPE Board Committees typically conduct business via teleconference or email between Board meetings.

Because the number of meetings of SPE Board Committees and the SPE Board of Directors are held to a minimum, Officers and Directors are expected to attend all meetings. The schedule of meetings is announced well in advance. The Board has approved a Meeting Attendance Policy which outlines the responsibilities of Directors and possible actions to be taken should attendance expectations not be met.

The SPE Board Member Travel Reimbursement Policy enables Directors to participate in Board meetings and effectively serve their regions or technical specialty constituencies without financial hardship. The reimbursement policy applies to eligible expenses that neither the Director nor his/her company is in a position to pay. The need for financial support should ideally be declared at the time of acceptance of the nomination to serve as Director of SPE.

Elections

All SPE Directors, including Officers, are elected in accordance with the SPE International Constitution. Annually, the immediate Past President appoints a Nominating Committee. The Nominating Committee is responsible for submitting nominations for the four classes of SPE Directors: Officers, At-Large Directors, Regional Directors, and Technical Directors. As approved by the SPE Board, names of nominees are published annually in the April issue of *Journal of Petroleum Technology (JPT)* and on SPE.org. SPE's Constitution provides specific information on the SPE nominating/election process.