

## SPE Board Nominating Policy

Each year, the SPE Nominating Committee ("the Committee") is tasked with filling positions for Board members whose terms will be expiring. Position profiles, including responsibilities, preferred prior experience, and necessary skills/proficiencies, for each Board Position are posted on the SPE website and any member may make nominations. The following approved position profiles are attached:

- President – Attachment A
- Regional Director – Attachment B
- Technical director – Attachment C

Throughout the Nominating Committee process, the Committee's work is governed by the following precepts:

- Independence – Committee members should not be contacted by nominees or others on behalf of the nominees in furtherance of a nomination; lobbying for a particular candidate or any coercive behavior are not appropriate and should be reported to the Chair of the Nominating Committee
- Neutrality – Committee members should not make or endorse nominations for President, nor should they write letters of recommendation for any candidate seeking a position on the Board
- Confidentiality – Committee members must not divulge details of nominees, nor the nature or specifics of conversations engaged in during Committee meetings

Certain practices of the Nominating Committee have been put in place to ensure a fair process for election of the SPE President.

- Video Interviews – Each preliminary nomination is reviewed by the Nominating Committee and the strongest candidates are asked to complete a video interview. Final nominees for President are asked to participate in a video interview to allow all members of the Committee to get a better sense of each candidate. Some candidates may be well known to Committee members, while others may not be. The interview helps to level the field for all. The interviews will be conducted virtually by the Chairperson of the Nominating Committee and the President and recorded for the members to view.
- Letters of Recommendation – A limit of 3 letters of recommendation has been instituted to prevent the process from becoming a popularity contest, as well as to not overly burden members of the Committee with documents to review.
- Prior Board Service – It is required that all nominees have prior service as a Director on the SPE Board of Directors.
- Service break – A minimum of one year must elapse between a candidate's end of service on the Board and the new term for which he/she is nominated to serve as President.

The following best practices are shared with all Nominating Committee members:

- Keep an open mind; do not default to supporting an individual just because you know him/her
- Do not write letters of recommendation for nominees for any position
- Maintain the confidentiality of the process and discussion
- Report any unprofessional or questionable behavior/communication to the Chair of the Nominating Committee and/or the SPE CEO/EVP
- If you are a nominee for President, recuse yourself from all discussion related to the position, and do not lobby other Committee members for support.

Approved **March 2023**

Attachment A  
**SPE BOARD POSITION PROFILE**  
**PRESIDENT**

**Key Position/Commitment**

- 3-year commitment (One year each: President-Elect, President, and Past President).
- Requires Management support for a substantial commitment of time, 25 – 50% of time first and last year, and 75 - 100% of time during Presidency year, including numerous visitations or teleconferences with staff, SPE members, meetings committees, corporations, and other professional and technical societies.
- Extensive global travel to attend SPE and industry events, and visit Sections and Student Chapters
- Oversee all BOD committees and lead BOD meetings.
- Attend all global Board of Directors (BOD) meetings (three 3-4 day meetings per year, plus one 2-4 day virtual meeting)
- A minimum of one year must elapse between a candidate's end of service on the SPE Board and the new term for which he/she is nominated to serve his/her nomination as President

**Role**

- Represent SPE and its members to other organizations, the industry, the media, and the public
- Develop relationships with key senior executives throughout the industry to maximize the awareness of SPE's value and to maintain and expand SPE programs
- Preside at meetings of the Board of Directors during the year of Presidency
- Ensure decisions are made in a timely manner and then translated into meaningful actions holding appropriate parties accountable for success
- Work with the CEO/Executive Vice President, officers, and committee chairs to develop agendas for meetings of the Board of Directors
- Appoint all committee chairpersons
- Facilitate accomplishment of the SPE strategic plan
- Attend and speak at major SPE events.
- Communicate to SPE members on a regular basis

**Responsibilities/Duties**

- Preside over Board of Directors, Executive Committee, and F&S Committee meetings.
- Participates in other committee meetings as warranted.
- Spends up to 50% of the time on SPE business during President-Elect and Past President years, and nearly 100% of the time on SPE business during presidency year.
- Provide guidance to Committees and Sections, as well as to Board members.
- Author editorial article in monthly JPT.
- Speak on behalf of SPE at many events.
- Preside over Nominating Committee during the third year of term and SPE Honorary member Award Committee.
- Manage the selection process for a new CEO/Executive Vice President in the event of a required change of CEO.

**Prior Experience**

- It is required for the person who fills this position to have previously served on the SPE Board of Directors
- This position should be filled by someone with strong leadership skills; someone well known in the oil and gas industry would be highly recommended.
- It is critical for the person who fills this position to understand as the goals and mission of SPE.
- It is important that the person to fill this position have many years of experience as a volunteer, preferably in several capacities, within SPE.
- It is recommended that the person who fills this position have significant management experience
- Significant negotiation experience

**Key Skills/Proficiencies**

- Strategic Thinking – Ability to “see the big picture,” think beyond tasks, focus on global as well as local needs, and adhere to strategic planning. Also, the ability to focus on material issues and not “sweat the small stuff.”
- Leadership – Ability to communicate ideas to others in a way that engages and influences them. Ability to help the group achieve its goals and maintain an effective working relationship among members.
- Networking - Ability to network within and outside the organization for discovery and dissemination of opportunities for SPE.
- Negotiation – Skillful in multi-cultural, multi-national negotiations in order to represent sections with a variety of perspectives.
- Public speaking, presiding at meetings, establishing clear directives.

Attachment B  
**SPE BOARD POSITION PROFILE**

**REGIONAL DIRECTOR**

**Key Position/Commitment**

- 3-year commitment.
- Requires management support.
- Regular e-mail access, average five or more hours per week, including teleconferences.
- Attend all global Board of Directors (BOD) meetings (three 3-4 day meetings per year, plus one 2-4 day virtual meeting)
- Provide counsel to section officers, student chapter faculty advisors, and Young Professional program leadership.
- Must reside throughout their term in the region or sub-region they represent.

**Key Skills/Proficiencies**

- Strategic Thinking – Ability to “see the big picture,” think beyond tasks, focus on global as well as local needs, and adhere to strategic planning. Also, the ability to focus on material issues and not “sweat the small stuff.”
- Leadership – Ability to communicate ideas to others in a way that engages and influences them. Ability to help the group achieve its goals and maintain an effective working relationship among members.
- Networking – Ability to network within and outside the organization for discovery and dissemination of opportunities for SPE.
- Negotiation – Skillful in multi-cultural, multi-national negotiations in order to represent sections with a variety of perspectives.

**Role**

- Regional Directors bring the perspectives of the diverse interests of the Sections and Student Chapters in their region to the Board. While they bring those perspectives to the discussion, they are responsible for making decisions that are in the best interest of SPE.
- Regional Directors are responsible for supporting staff in communicating new developments and policies initiated by the Board to the Section and Chapter leadership.
- Regional Directors may be selected to represent constituencies that are deemed to be important to the success of SPE.
- Regional Directors may be selected to provide particular expertise that is useful to the SPE Board, including expertise in the lines of business conducted by SPE.
- Provide direction, energy, and leadership to carry out the mission of SPE.
- Regional Directors have Board committee duties and may be assigned liaison duties with SPE standing or ad hoc committees.

**Responsibilities/Duties**

- Setting the strategic direction of SPE.
- Financial oversight, including adoption of the annual budget.
- Oversight of SPE programs.
- Develop and support initiatives to achieve the goals identified in SPE’s strategic plan.
- Participate in assigned committees and utilize committee positions to carry out the mission of SPE.
- Provide leadership to sections and student chapters to help SPE members in the region conduct their activities more effectively and efficiently.
- Visit and communicate with sections in their region as needed.
- Chairs regional section officers’ meetings.
- Facilitate regional councils and serve as liaison to the SPE International Board.

- Coordinating with the Technical Directors to ensure technical disciplines are within in geographical areas they represent.

#### **Mandatory Prior Experience**

- This position should be filled by someone with experience serving as a Section Chairperson or Section Officer from any section globally, not necessarily in the region of the Regional Director position to be filled. Serving on a regional advisory group will also serve to fulfill this requirement.

#### **Preferred Prior Experience**

- This position should be filled by someone with a strong leadership background in SPE activities.
- In addition to representing an SPE region, this person may be chosen to represent an important constituency in SPE to balance the board demographics, and he or she should have experience or specific experiential background in the constituency represented.
- The person who fills this position should have a broad understanding of SPE and industry leadership.
- It is beneficial for the person who fills this position to:
  - Understand the inner workings of the society as well as the mission and strategic goals of SPE.
  - Comprehend the committee function and be capable of interfacing with other members as both a leader and a team member

Attachment C  
**SPE BOARD POSITION PROFILE**  
**TECHNICAL DIRECTOR**

**Key Position/Commitment**

- 3-year commitment.
- Requires management support.
- Regular e-mail access, average five or more hours per week, including teleconferences.
- Attend all global Board of Directors (BOD) meetings (three 3-4 day meetings per year, plus one 2-4 day virtual meeting)
- Provide counsel to technical sections, program committees and other entities that generate technical content within SPE (i.e., journals, training, etc.).
- Must have as their primary or secondary technical discipline, the discipline for which they are applying.

**Key Skills/Proficiencies**

- Strategic Thinking – Ability to “see the big picture,” think beyond tasks, focus on global as well as local needs, and adhere to strategic planning. Also, the ability to focus on material issues and not “sweat the small stuff.”
- Leadership – Ability to communicate ideas to others in a way that engages and influences them. Ability to help the group achieve its goals and maintain an effective working relationship among members.
- Networking – Ability to network within and outside the organization for discovery and dissemination of opportunities for SPE.
- Negotiation – Skillful in multi-cultural, multi-national negotiations to represent sections with a variety of perspectives.

**Role**

- Technical Directors represent the major technical specialties in SPE.
- Provide support for current technology transfer initiatives.
- Identify opportunities for SPE to disseminate technical knowledge within SPE’s membership. The dissemination of information can be global or local, within SPE, between SPE and other technical and professional societies, industry focused groups, universities, or corporations. The type of information, methods, and venues are part of the creative process that this person oversees.
- Technical Directors also have Board committee duties, as well as liaison duties with SPE standing or ad hoc committees.
- Technical Directors should contribute and offer leadership on technical committees responsible for SPE flagship conferences (such as ATCE, HFTC, DC), regional workshops, forums, and training.

**Responsibilities/Duties**

- Setting the strategic direction of SPE.
- Financial oversight, including adoption of the annual budget.
- Oversight of SPE programs, especially in technical areas.
- Develop and support initiatives to achieve the goals identified in SPE’s strategic plan.
- Participate in assigned committees and utilize committee positions to carry out the mission of SPE.

**Stakeholder Engagement Responsibilities**

- Establish and lead technical discipline advisory committees, which:
  - assist in developing programs, books, and periodicals.

- identify qualified members to serve on technical event committees, as distinguished lecturers, and/or as awards candidates, and on related technical sections, section study groups, and technical interest groups.

- Act as a sounding board and spokesperson for members represented by the technical discipline.

### **Preferred Prior Experiences**

- This position should be filled by someone with a strong leadership background in SPE activities.
- In addition to representing an SPE technical specialty, this person may be chosen to represent an important constituency in SPE to balance the board demographics, and he or she should have experience or specific experiential background in the constituency represented.
- The candidate should be a Subject Matter Expert (SME) who also has a strong record of technical leadership.
- The person who fills this position should be acquainted with leaders and technical experts within the discipline.
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- The person who fills this position should:
  - Have served on technical committees within SPE.
  - Understand the inner workings of the society as well as the mission and strategic goals of SPE.
  - Comprehend the committee function and be capable of interfacing with other members as both a leader and a team member.
- It is beneficial for the person who fills this position to have one or more of the following:
  - Have published technical papers in their discipline.
  - Have produced articles for SPE publications and journals.
  - Have participated in the peer-review process for papers in their discipline.
  - Have been a Distinguished Lecturer in their discipline.
  - Have multi-national experience in their discipline.
  - Have been recognized with Technical Awards.
  - Be the holder of patents related to their discipline.