



Society of Petroleum Engineers

**Society of Petroleum Engineers**  
***Diversity and Inclusion***  
**Section and Region Guide**

## CONTENTS

HISTORY	3
D&I VISION	3
D&I MISSION	3
D&I SECTION/CHAPTER COMMITTEE OBJECTIVES	3
D&I COMMITTEE VOLUNTEER EXPECTATIONS	3
D&I SAMPLE ORGANIZATIONAL CHART	4
SAMPLE VOLUNTEER ROLES AND RESPONSIBILITIES	4
SAMPLE EVENT LEAD	5
SAMPLE SOCIAL MEDIA LEAD	5
LOGO AND BRANDING	5
CONTACT	6

## HISTORY

The Society of Petroleum Engineers (SPE) Women in Energy (WIN) standing committee was established in 2016 to elevate gender diversity within the oil and gas industry. Our volunteers have worked to expand our brand and community presence within the society and per the June 2020 annual section reports as submitted to SPEI, we are proud to share that WIN has groups or WIN-focused activities within 56 sections. The energy industry has continued to grow and develop since WIN's founding. To ensure that SPE stays current and relevant with its standing committees, the SPEI Diversity and Inclusion (D&I) Standing Committee was launched after ATCE in 2020 leveraging the existing D&I network and expanding the mission and vision to encompass diversity and inclusion within SPE and the oil and gas industry.

The SPE has a broad reaching membership base and expansive network of influence. Diversity and inclusion (D&I) activities and efforts must be bespoke for the local environment. This committee will work to foster productive relationships between its members and the local sections and chapters to ensure D&I upholds local cultural and societal context.

## D&I VISION

To advance the society's commitment to diversity and inclusion within the oil and gas community through advocacy, collaboration, and education.

## D&I MISSION

Our mission is to:

1. Uphold the legacy of Women in Energy Standing Committee which is set out to promote leadership, representation, and recognition for women within SPE
2. Provide and support platforms whereby members can share their ideas surrounding Diversity and Inclusion
3. Provide support to local SPE Sections and Chapters in the creation and maintenance of Diversity and Inclusion Committees
4. Collaborate, support, and advise on topics relating to Diversity and Inclusion within SPE and external to SPE
5. Promote diversity and inclusion in Science, Technology, Engineering, and Math (STEM)

## D&I SECTION/CHAPTER COMMITTEE OBJECTIVES

D&I Sections and Chapters may be established to successfully implement D&I programming activities at the local level. Local D&I programming at the Section and Chapter level should directly align with the D&I Mission and D&I Vision.

## D&I COMMITTEE VOLUNTEER EXPECTATIONS

The expectations set forth in this document are applicable to all volunteer members of the D&I Committee, henceforth titled committee members. The expectations are:

1. **Availability:** All committee members shall make themselves available for communication to their team members and the D&I Standing Committee by means of email and/or phone.
2. **Active participation:** All committee members shall be active during their tenure helping to progress D&I's five initiatives. Standing Committee members shall provide updates to leadership on at minimum a monthly basis. Standing Committee members or a delegate shall attend monthly meetings to provide updates on their activities.

SPE Diversity and Inclusion Committee Contact: [diversityandinclusion@spe.org](mailto:diversityandinclusion@spe.org)

## D&I SAMPLE ORGANIZATIONAL CHART

The International D&I Committee does not directly define how local Sections or Chapters set up their individual D&I Committees.

It is up to the individual D&I Section and Chapter Committees to determine the volunteer application, evaluation, and placement process within their groups. It is encouraged for all D&I Sections and Chapters to define their processes in a centralized document which can be used for onboarding and will help to ensure longevity of the team. A sample D&I Section or Chapter organizational chart is shown below in Figure 1: D&I Committee Organizational Structure.

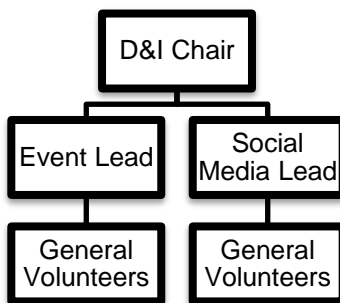


Figure 1: D&I Committee Organizational Structure

## SAMPLE VOLUNTEER ROLES AND RESPONSIBILITIES

The roles and responsibilities for each volunteer on the D&I committee is listed below by position. These are sample positions and responsibilities. Sections and Chapters are encouraged to create their own structures with their own responsibilities to meet the needs of the local needs.

### Chair

1. Accountable for internal reporting of D&I progress
2. Accountable for overall governance of the D&I Standing Committee
3. Responsible for managing annual update to D&I Vision and Mission
4. Accountable for selecting and placing all volunteers
5. Accountable for documenting lessons learned from their local Section and Chapter and sharing those with the D&I Standing Committee
6. Responsible for creating and defining other roles within the D&I Section and Chapter to best meet the needs of the local community and volunteer base including but not limited to Internal Outreach Lead, Internal Outreach Lead, Partnership Lead, and more.

### Focus Area Leads

1. Responsible for defining yearly actions that further progress the Focus Area initiative.
2. Responsible for scheduling and hosting quarterly (at minimum) updates on yearly actions ahead of quarterly Standing Committee meetings.
3. Responsible for holding quarterly (at minimum) meetings with their teams.
4. Responsible for maintaining all volunteer records for volunteers within their teams.
5. Responsible for creating and maintaining documentation for their specific focus area.
6. Responsible for creating surveys for SPE members to provide information that will help progress initiatives.
7. Responsible for managing focus area related documentation on SPE Connect D&I committee group.

SPE Diversity and Inclusion Committee Contact: [diversityandinclusion@spe.org](mailto:diversityandinclusion@spe.org)

### General Members

1. Support the focus areas for which they volunteer

## SAMPLE EVENT LEAD

Sections and Chapters are encouraged to create programming which best meets the needs of their local members. Such programming can be executed through single day events, luncheons, webinars, discussion series, mentoring sessions, and so forth.

### Responsibilities:

1. Lead D&I event proposal(s) for including theme, schedule, speakers, etc
2. Collaborate to market the event
3. After the event, write up a summary of the event including but not limited to:
  - o Topic
  - o Speakers
  - o Schedule
  - o Attendance
  - o Lessons learned

## SAMPLE SOCIAL MEDIA LEAD

The Social Media Team is aimed at promoting SPE D&I activities globally on social media.

### Responsibilities:

1. Build an audience for D&I social media accounts globally
2. Work with SPE International Social Media team to align with SPE guidance on the use of social media platforms
3. Regularly update all Social Media accounts to keep in touch with the D&I audience
4. Utilize the SPE Connect platform by posting discussions/ new ideas and topics of interest.
5. Create, maintain, and utilize the D&I Communication Plan which will provide the detailed framework for the maintenance and use of the D&I Social Media accounts.

## LOGO AND BRANDING

All D&I branding files are available to download via this link: <https://spe.widencollective.com/c/kvd3nwyyc>

If the D&I logo is being used by a chapter or a section they will need to add their respective SPE logo. The collection will also have a PowerPoint and a letterhead available; however, both of these assets have the SPE International logo in the lockup with the WIN logo. Chapter or section-specific information can be added to the footer of the letterhead or body of the PowerPoint.

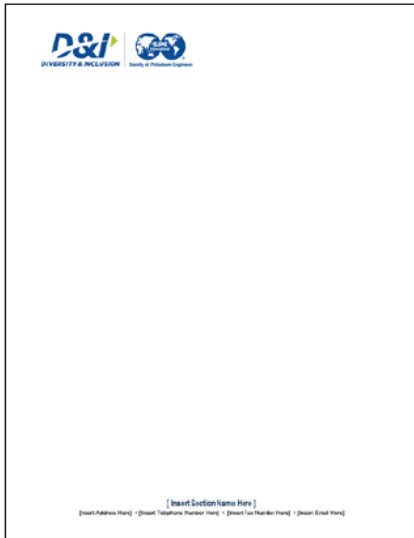
### Files available:

- WIN logos (black and white and colour)
- WIN small logo to be used in electronic email signatures
- WIN Letterhead (A4 and US size)
- WIN PowerPoint template
- Certificate of appreciation template (Word format)

**SPE Diversity and Inclusion Committee Contact:** [diversityandinclusion@spe.org](mailto:diversityandinclusion@spe.org)



*D&I/SPE logo lockup*



**SPE Blue**  
CMYK: 100 80 10 2  
RGB: 13 76 146  
Web: #0D4C92

**SPE Light Green**  
CMYK: 40 0 100 0  
RGB: 166 206 57  
Web: #A6CE39

*Color scheme*

*Letterhead*

## CONTACT

- Global SPE Diversity & Inclusion Standing Committee email: [diversityandinclusion@spe.org](mailto:diversityandinclusion@spe.org)
- [Diversity & Inclusion Network on SPE Connect](#)
- LinkedIn: [www.linkedin.com/company/spe-diversity-and-inclusion](http://www.linkedin.com/company/spe-diversity-and-inclusion)
- Facebook: <https://www.facebook.com/SPEDIVINC>

SPE Diversity and Inclusion Committee Contact: [diversityandinclusion@spe.org](mailto:diversityandinclusion@spe.org)