

New Technical Section Officer Checklist

1. Review the following:

- Familiarize yourself with the [Technical Section Officer Resource Center](#)
- Section's Annual Reports (and financial reports if applicable)
- The Section's financials. Does the section have its own bank account or funds on account with SPE?
- Does the Section need its own bank account going forward?
- Review the [Membership Reports](#), including the Dashboard
- Prior committee meeting minutes
- Publications previously published by the section (authors, impact)
- Section activities from the previous year
- Section SPE Connect technical section' website, including the library and folders
- Learn about the Section Email System (Informz) in the Resource Center

2. Introduce yourself to all officers and the appropriate Technical Director(s) and learn more about them.

3. Familiarize yourself with other [SPE Technical Sections](#). Consider potential forms of collaboration.

4. Familiarize yourself with other [SPE Geographic Sections](#). Consider potential forms of collaboration.

5. Review the materials on collaboration between SPE and [Academia](#) and reflect on the potential forms of collaboration like [OnePetro](#).

6. Learn about [SPE Awards](#). Please note these categories:

- Outstanding Technical Section Awards
- International
- Regional/major
- Technical
- Service
- Professional