Young Member Engagement Committee Charge

(Updated and approved June 2020)

Staff Liaisons:
James Whitaker, Global Young Member Programs Manager (London Office)
Yuen Yee Pang, Young Member Programs Coordinator (London Office)

Board Liaison:
Robert Pearson, Technical Director - Production and Facilities

Program Webpages:
YMEC: https://www.spe.org/en/volunteer/youngmember/
Students: https://www.spe.org/en/students/
Young Professionals: https://www.spe.org/en/members/young-professionals/
**Vision**

Enable effective integration and engagement of students into the petroleum industry and development of young members into leading industry professionals.

**Function**

The Young Member Engagement Committee (YMEC) is responsible for developing and implementing programs and activities directed towards SPE young members, including university students and young professionals (under the age of 36). The activities will aim to develop technical and leadership skills, providing both peer groups with guidance and support to facilitate their career progression. An important focus will be placed on developing activities which will aid in the transition from student to young professional. Innovation will be at the forefront and the committee will make recommendations to the Board Committee on Member Programs as necessary to ensure they have a continuous improvement strategy in place. The committee will also place an emphasis on communication by using various platforms and creative delivery methods to facilitate technical knowledge sharing amongst SPE young members. Activities to improve industry image, encourage networking between young members and industry, and to attract young people to the industry will also be supported.

**Structure and Reporting Procedures**

YMEC is one of several SPE Standing Committees, who work with the Board or Directors to ensure that important topics for our members are represented. YMEC works on existing and new programs specifically targeted to Students and Young Professional on behalf of the Board and SPE International.
Committee Roles
The overall committee is composed of 14-18 members, consisting of a Leadership Team, a Board Liaison and three subcommittees consisting of 3-5 members, depending on the scope of the committee’s remit. Additional Workgroups for specific task may also be set up if required for a particular project.

Leadership Team:
The Leadership Team will consist of the Chairperson, Incoming Chairperson (Chair-Elect) and the three subcommittee Chairpersons. The Leadership Team will report directly to the Board Liaison who will convey requests to the Board Committee on Member Programs.

Staff Liaison:
SPE Staff members work with YMEC to help administer the programs they are responsible for. The primary Staff Liaisons are through the Young Member Programs Team based at the SPE London Office.

Board Liaison:
At least one Board Liaison will be part of YMEC, primarily to liaise information between the Standing Committee and the Board Committee on Member Programs, who review and ratify all proposals for significant changes to Young Member Programs. Board Liaisons can also share information from the wider Board of Directors.

Subcommittees:
Subcommittees will consist of 3-5 members who are all members of the overall YMEC. Each subcommittee will be led by a Chairperson who will report directly to the Leadership Team on subcommittee actions and progress. The subcommittees are shaped according to areas of strategic interest to the YMEC and are outlined below:

Innovation
The Innovation subcommittee are responsible for identifying, creating and developing new programs that can be used in collaboration with regional and international SPE events. They also focus on a continuous improvement strategy of existing programs, such as SPE’s Young Professional Workshops.

Communication
The Communication subcommittee are responsible for facilitating and analyzing of successful sharing of technical knowledge and general engagement of young members worldwide. Examples of this will include the sharing of young member initiatives through social media, promotion of networking with SPE Connect and sharing (technical) knowledge through PetroWiki and other publications such as The Way Ahead including the Spotlight on YPs program.

Student Integration
The Student Integration subcommittee are responsible for integrating activities which aid transition from student to young professional, and to create a community where both groups can gain from each other. Programs which focus on this integration include eMentoring and the Ambassador Lecturer Program. Additional programs which fall under the remit of this subcommittee are PetroBowl and the Student Paper Contest which are aimed at students, but for which inclusion will be encouraged by promoting volunteering opportunities to young professionals accordingly. In additional the committee aims to facilitate networking opportunities for students at conferences, as this is also an important method to assist them in their career progression and transition from student to young professional.
Each subcommittee has the capacity to create separate workgroups that allow direct focus on specific programs as outlined in the chart above. Non-committee volunteers can be invited to participate within these workgroups and as such may not be classified as YMEC members.

Terms of Service
Members are appointed by the SPE President-Elect and serve one year terms, renewable up to a maximum of three consecutive years. The Chairperson will serve for one year, after which the Chair-Elect will take over his/her duties and a new Chair-Elect will be appointed. Terms of office expire at the conclusion of the SPE Annual Technical Conference and Exhibition. To allow for effective succession planning, the terms of service may be extended by one additional year at the discretion of the SPE President-Elect.

Committee Member Demographics
The committee is expected to have broad geographic representation as well as a mixture of operators/service companies and male/female members. At least one member of the YMEC should be from the academic community.

Committee Meetings
Committee meetings are called by the Chairperson and are typically held bi-monthly by teleconference with one in-person meeting during the ATCE or elsewhere as determined by consensus of the committee members. The Chairperson may convene additional meetings as he/she deems necessary. At least one member of SPE staff will be present to record and circulate the minutes of the meeting. A quorum shall be six members to make the proceedings of the meeting valid however members are expected to make considerable effort to attend and contribute to all meetings. In the event of consistent and long-term nonattendance at meetings, voluntary retirement may be offered at the discretion of the Chairperson.