



Young Member Engagement Committee (YMEC) Charge

(Updated and approved March 2017)

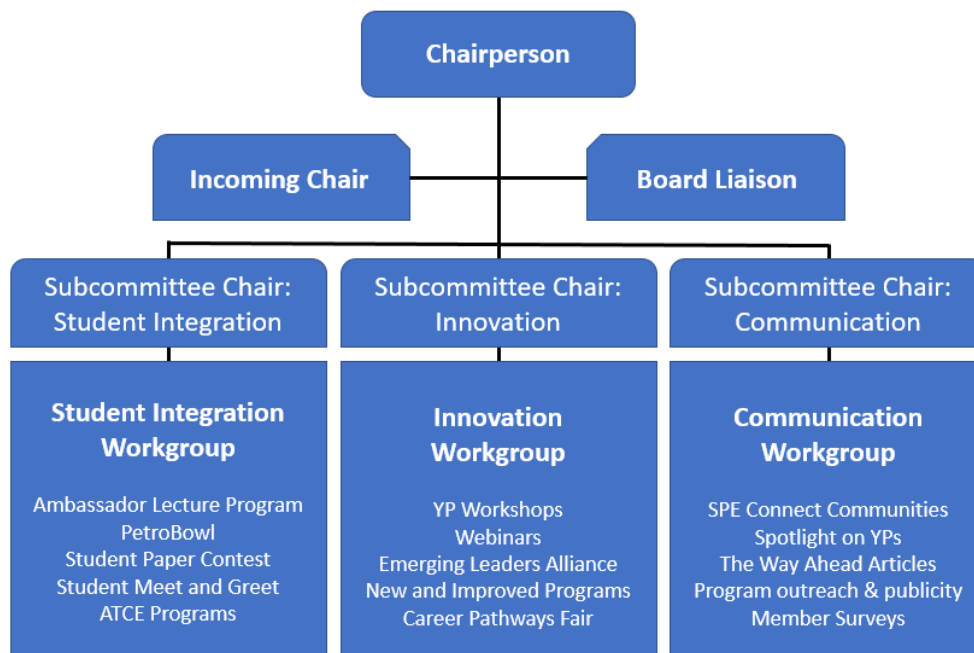
Vision

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

Function

The 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



The overall committee is composed of 14-18 members, consisting of five members on the Leadership Team, a Board Liaison and each subcommittee consisting of 3-5 members, depending on the scope of the committee's remit.

- **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 Committee on member programs and will be accountable for meeting all of the YMEC's objectives for each term.

- **Board Liaison**

At least one Board Liaison will be part of the committee, to liaise between the Young Member Engagement Committee and the Board Committee on Member Programs.

- **Subcommittees**

Subcommittees will consist of 3-5 members, depending on the scope of the committee's remit, 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 addition 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.

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.