

Introduction

The Society of Petroleum Engineers (SPE) Young Professionals (YP) is a global initiative designed to serve the needs of SPE members less than 36 years of age and/or with less than 10 years of industry experience. Through a series of luncheons, seminars, social events, and networking opportunities, our objective is to provide valuable technical and soft skill training for young oil and gas industry professionals in the development stages of their career.

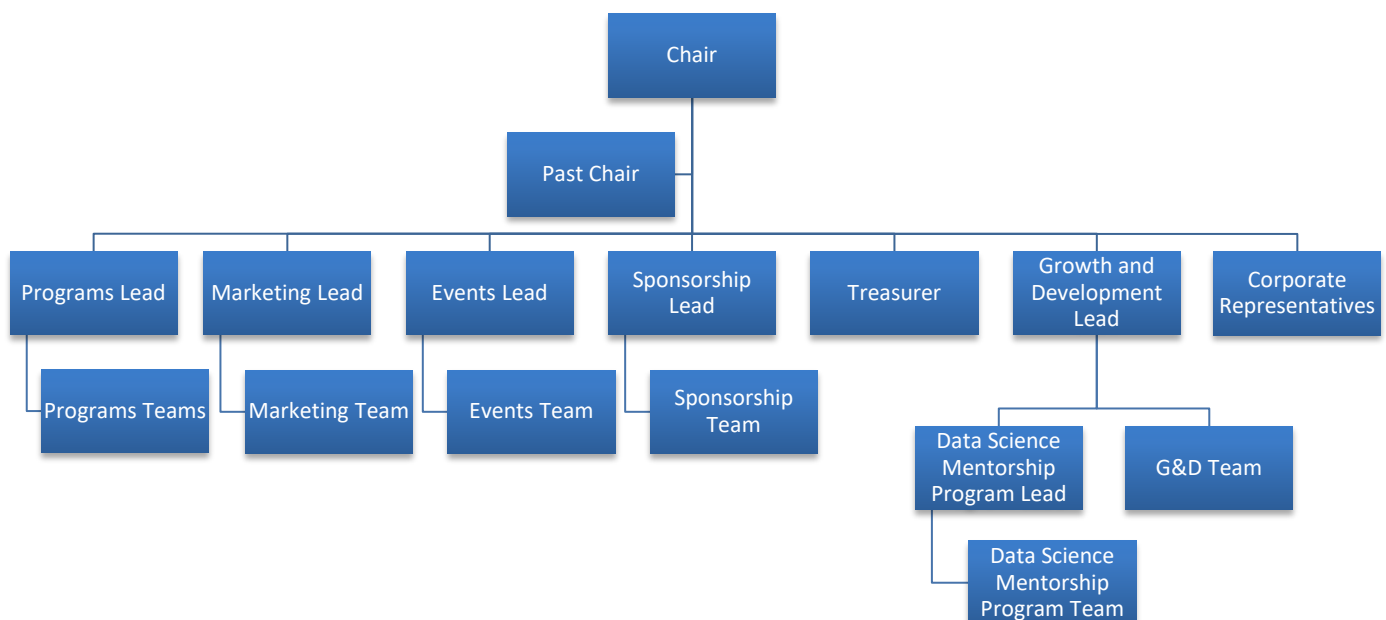
The following document outlines the goals and responsibilities of the various roles on the SPE Calgary Section Young Professional Committee. *This document is only meant to serve as an overview. Further information regarding committee expectations and SPE bylaws can be requested by contacting the current YP Chair, Brendan Mah at Brendan.Mah@outlook.com.*

The SPE Young Professional committee annual volunteer cycle and commitment is from September 1 to June 30.

Important Cycles

- Events and activities run from September 01 to June 30
- The board serves from July 01 to June 30
- The fiscal year runs from April 01 to March 30
- SPE reporting year runs from June 01 to May 30

SPE Calgary Section Young Professional Committee Organizational Chart





Chair

Goal

To oversee all activity of the Programs, Events, and G&D teams, and make decisions on the strategic direction of the Young Professionals Committee throughout the year. The Chair will also oversee Treasurer, Marketing and Sponsorship teams, the Corporate Representatives, the YP Link of local YP societies, and ensure the committee is well positioned to execute all activities planned for the term.

Role

The YP Chair will be appointed as a Director on the Calgary Section Board and will be responsible for representing the young professionals committee within the Section. He/she will be responsible for leading meetings of the YP Committee, ensuring coordination between all teams, and enabling the team leads to fulfill their mandates. The Chair, along with the Treasurer, will have signing authority on the YP account and will oversee management of the young professional's finances. They will also be called upon to represent SPE YP Calgary in meetings with other professional organizations, potential sponsors and/or partners.

Estimated time commitment: ~2-8 hours week

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Programs Lead & Programs Team

Goal

Ensure technical and professional development opportunities exist for Young Professionals through the execution of monthly luncheons, seminars, and workshops aligning with the SPE international conference schedule. The Programs Lead will be responsible to seek new technical and professional development initiatives to incorporate in the portfolio.

Role

As a Deputy Director, the Programs Lead will work alongside the Program Chair from the Calgary Section representing the Young Professionals to develop the Young Professional's annual program. Shadowing the Calgary Section Program Chair will offer access to support and networks to help develop the YP program. The Programs Lead will be responsible for generating annual budget projections for the team and managing the team budget and allocation of funds throughout the year to maximize value for members.

The Programs Team will support the Programs Lead to identify, organize, and host webinars, workshops, panels, lunch & learns, etc. that advance or disseminate timely technical or professional knowledge throughout the Calgary YP community.

Estimated time commitment: ~2-4 hours week

Programs Lead and Team Targets:

- Target of 30 professional attendees per luncheon, with over 60% of attendees Young Professionals under the age of 35
- Organize a minimum of 8 talks between the months of September – June
- Depending on the need, optional workshop/seminar held in conjunction with SPE conferences
- Each member of the Programs Team will be responsible for:
 - Organising and executing a minimum of one luncheon event
 - Supporting and attending all other luncheons and social events when possible

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Events Lead & Events Team

Goal

To ensure regular networking opportunities are available in both social and professional settings for young professionals.

Role

As a Deputy Director, the Events Lead will work with a subcommittee of volunteers to design and execute social activities that will provide young professionals with the opportunity to expand their networks and build a stronger YP community within SPE. The Events Lead will be responsible for generating annual budget projections for the team and managing the events budget and allocation of funds throughout the year to maximize value for members. Activities may include, but are not limited to:

- Monthly Networking Socials (such as Thirsty Third Thursday)
- Annual Ski Trips & Curling Bonspiel
- Holiday & Stampede Mixers
- Summer BBQ & Lawn Bowling Tournament
- Corporate Bowling League
- YP Golf Tournament
- Virtual events such as trivia nights
- Strava activity community

The Events Team will be responsible for exploring new opportunities to enhance networking and are encouraged to add to the portfolio of events on a yearly basis. The Events Team will also be tasked with designing opportunities for the non-YP SPE members to attend and network with young professionals.

Events Lead – Estimated time commitment: ~2-4 hours per week

Events Team Member – Estimated time commitment: ~1 hour per week

Event Lead and Team Targets:

- Organize a minimum of 8 events
- Organize a minimum of 1 charitable event
- Organize at least one new event per year
- Each member of the Events Team will be responsible for:
- Organising and executing a minimum of one social or networking event
- Supporting and attending all other SPE YP events and luncheons when possible

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Treasurer Goal

Ensure that the SPE YP bank account funds are balanced, all incomes and expenses are clearly documented, and maintain active tracking of all upcoming financial obligations to ensure all committee activities are properly funded.

Role

The Treasurer will assume the role of the financier and administrative assistant, ensuring that the Young Professionals are properly positioned and organized to execute the appropriate activities. The Treasurer will have signing authority on the organization's bank account along with the Chair and will hold the chequebook for the YP account. Additional responsibilities include:

- Track all deposits and withdrawals to/from the SPE YP bank account, and maintain a backed-up, digital record of all receipts corresponding with specific expenses
- Ensure the bank account is at all times balanced against actual deposits and withdrawals
- Compile an overall budget for the committee using forecasts from team leads and provide an estimate of funding requirements by month for the entire activities year. This will be used as a target by the sponsorship lead to ensure we have enough funds available
- Actively liaise with Chair and team leads to make necessary adjustments to the budget as the year progresses and update the budget to include actual costs incurred vs. projected costs incurred
- Receive expense reports and receipts from the team leads and Chair, and issue reimbursement cheques
- Provide an update at each monthly committee meeting
- Support and attend SPE YP events when possible

Treasurer – Estimated time commitment: ~1-2 hours per week

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Sponsorship Lead & Sponsorship Team Goal

Design and execute sponsorship campaign to ensure appropriate funds are available for Young Professional activities throughout the term.

Role

The Young Professionals Sponsorship Lead and Team will work closely with the Calgary Section's Sponsorship team to plan and execute the annual sponsorship program. Together, they will establish an annual sponsorship goal based on the level of activity planned for the year and budget projections provided by the Programs, Events, and Growth & Development Leads.

The Young Professionals Sponsorship Team offers a unique opportunity to gain valuable experience in fundraising, sponsorship, and relationship building. Members of the team will have the chance to work alongside industry professionals, collaborate with other teams within the Section, and develop their skills in areas such as communication, negotiation, and project management.

As part of the team, members will have access to a variety of resources and development opportunities, including sponsorship packages, marketing materials, and networking events. The team will also provide ongoing support and mentorship to help members achieve their goals and contribute to the success of the Section.

To achieve the sponsorship goals, the Sponsorship Team will leverage its network and actively seek out potential sponsors through targeted outreach, networking events, and other channels. The team will maintain regular communication with sponsors to build and maintain strong relationships, and will work to secure both monetary and in-kind support.

The Young Professionals Sponsorship Lead and Team play a critical role in ensuring the financial success of the Young Professionals' Section initiatives and events. Their efforts help to create meaningful partnerships between the Section and its sponsors, and enable the Section to continue providing valuable opportunities for its members.

Lastly, the Sponsorship Lead and Team will support and attend SPE YP events whenever possible.

Sponsorship Lead – Estimated time commitment: ~1-2 hours per week

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Marketing Lead & Marketing Team

Goal

To ensure consistent and appropriate public image is maintained for the SPE YP in all external communications which includes the website, emails, and social media (Facebook, LinkedIn). The Marketing Lead will be responsible for determining the best ways to reach members and non-members and will work with the Marketing Team to share the workload.

Role

The YP Marketing Lead will be responsible for ensuring professionalism and consistency in the SPE YP brand. The Marketing Lead and Marketing Team will be challenged to identify and implement new techniques on an ongoing basis to expand SPE recognition and outreach within the Calgary Energy Industry. Responsibilities will include:

- Maintain the YP section of the website in coordination with SPE Calgary Office Representative
 - Manage sponsorship logos and YP Committee member profiles
 - Upload documents to be shared with the young professional community
- Oversee social media communication and image for the SPE Calgary YP
 - Facebook, Twitter, LinkedIn, Instagram, etc.
 - This includes marketing for upcoming events and making post-event posts
- Conduct analytics on how the SPE YP market our initiatives
- Identify opportunities for SPE YP to improve its marketing strategies or event offerings to meet market demand
- Support and attend SPE YP events when possible
- Design Marketing Materials
 - Create posters, banners, and advertisements for events as required
 - Ensure appropriate and consistent branding at all YP events and activities
 - Ensure sponsor exposure meets all sponsorship agreement standards

Marketing Lead – Estimated time commitment: ~1-2 hours per week

Marketing Team Member – Estimated time commitment: ~1 hour per week

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Growth & Development (G&D) Lead & Team Goal

To work with the Chair to spearhead the SPE YP Energy Literacy and Data Science initiatives, as well as other events (luncheons, community events etc.) to serve existing SPE YP members and grow the SPE YP membership base. The Energy Literacy initiative takes many forms; this can include but is not limited to presentations in schools for kids of any age, to public events for families and corporate events/presentations for Calgary offices. These events and presentations can involve hands on experiments (Energy4Me), PowerPoints, and overall informing the public on how they can find more resources for their children and peers. The options are limitless.

The Data Science initiative includes the mentorship program but could expand into a broader initiative including, but not limited to, hackathons, industry sponsored competitions, and peer-to-peer learning opportunities.

The G&D team will also evaluate and pilot other topical initiatives that align with the Chair and G&D Lead's vision for the team.

Role

Each G&D team member will be required to seek, evaluate, and execute on new opportunities for the SPE Opportunities may include:

- Supporting the Data Science mentorship program
- Expanding the Data Science initiative
- Seeking out in-person Energy Literacy events, workshops, and opportunities
- Collaboration events (networking mixers, industry tours, etc.) with SPE Student Chapters (UofC PES and SAIT SPS)
- Slide deck construction for presentations along with other potential digital resource material
- Piloting new initiatives or events
- Support and attend SPE YP events when possible

G&D Lead – Estimated time commitment: ~2-4 hours per week

G&D Team Member – Estimated time commitment: ~1 hour per week

G&D Targets and Deliverables:

- Oversee the Data Science mentorship program
 - Target at least 50 mentees and 10-15 mentors for the program
- Organize at least one new Data Science initiative per year
 - This can be part of the Data Science mentorship program or standalone
- Organize at least one new Energy Literacy public event per year
- Organize at least one children's event and one corporate Energy Literacy event

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Data Science Mentorship Program (DSMP) Lead and Team

Goal

The DSMP lead is responsible for running the Data Science Mentorship Program under the Growth and Development team. The DSMP lead and team members do not need to be experienced in Data Science, but must be able to organize events, communicate clearly, and dedicate roughly 1-2 hours per week to manage the program from September – May.

Role

This DSMP lead will lead a small team to administer and coordinate the program, and will be responsible to liaise with mentors and mentees. Tasks for the lead and team will include:

- Recruiting mentors and mentees
- Seeking corporate sponsorship for the program
- Setting a timeline and curriculum for the program
- Coordinate virtual tutorial sessions with mentors
- Pair mentors with mentees into teams based on experience and career interests
- Administer a group project for teams to complete
- Plan 3 in-person events (meet and greet, social event, and end-of year project presentations and networking event)
- Respond to inquiries from mentors and mentees as required
- Attend SPE YP events when possible

Data Science Mentorship Program Lead – Estimated time commitment: ~2 hours per week

Data Science Mentorship Program Member – Estimated time commitment: ~1 hour per week

DSMP Targets and Deliverables:

- Organize and implement the Data Science mentorship program
- Target at least 50 mentees and 10-15 mentors for the program
- Target corporate sponsorship to cover the cost of the program

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Corporate Representative (CR)

Goal

To assist the SPE YP with identifying opportunities to enhance its access to young professionals within Calgary's Oil and Gas community. The Corporate Representatives will help increase attendance at events by communicating and advertising them to peers within their companies.

Role

The Corporate Representative member should be a part of an organization that works in the Oil and Gas Community and will represent the SPE YP within their organization. They will advertise events and act as a liaison between the SPE YP and their company's internal young professional network. The Corporate Representative member will have the following expectations:

- Have an understanding of their internal new graduate development program within the organization they work for.
- Engage with SPE YP to help advertise events to the young professionals within their company
- Solicit feedback from young professionals to evaluate SPE YP activities and provide regular feedback to the Marketing Director and Chair
- Attend at least 2-3 SPE YP Committee meetings within the activity year
- Attend, at a minimum, 2-3 SPE YP events within the activity year.
- Volunteer for a minimum of 2 events to help out with registration or planning.

Corporate Representatives are free to run on their own personal schedule. It is not required that all representatives attend every SPE YP event (though they are encouraged to whenever they can), but information on events should be distributed to internal networks at least every month.

Corporate Representative – Estimated time commitment: ~1 hour per week

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