

# Petroleum Group Committee Terms of Reference 2017

## Day to Day Matters, Key Governance Dates, Duties of Officers and Committee Members

Adopted by the Committee of the Petroleum Group of the Geological Society on [ 14<sup>th</sup> September 2017]

References:

“the Committee” shall mean the Petroleum Committee.

“the Society” shall mean the Geological Society.

“the Constitution” shall mean the Constitution of the Petroleum Group as approved by the Science Committee of the Geological Society on [ ].

These Terms of Reference are to be read in conjunction with the Petroleum Group Constitution and are to be reviewed annually.

### 1 *Day to Day Matters*

- 1.1 The Committee may opt to co-badge events with other organisations or Specialist Groups of the Society, however any agreement to do so must not include an arrangement to share any resulting surplus or loss from the meeting.
- 1.2 There is a standing agreement with the PESGB that the Petroleum Group will badge one of their Aberdeen lectures per year, usually in November.
- 1.3 The Petroleum Group will normally organise the ‘Research Collaboration Showcase’ in conjunction with the PESGB and SPE which is held every two years at PETEX. Each Society contributed to a fund which is used to run the conference; this fund is held by the Society and expenditure shall be monitored by the Treasurer of the Group.
- 1.4 The Group will encourage the convenors of conferences to produce a Special Publication, or Petroleum Geoscience thematic set, which ensures the international dissemination of knowledge from PG events and generates significant revenue for the GSL Publishing House.
- 1.5 The Group will hold one committee meeting per year in Aberdeen, and ensure that Aberdeen is always considered as a possible alternative to Burlington House for conferences.
- 1.6 Committee members are expected to cover travel expenses limited to transport to attend Committee Meetings, the Annual General Meeting and Special General Meetings as required with the support of the member’s employer. If employer support is unavailable and the member is unable to cover such expenses personally reasonable expenses will be reimbursed through the Administrator of the Group through the Society’s bank account. Such expenses are required to be pre-approved by the Treasurer of the Group and supporting evidence provided in the form of original receipts (including the VAT number). Public transport should be used wherever a practical option is available. Subsistence and accommodation expenses are not reimbursable.
- 1.7 The Group will each year seek where possible to organize a topical regional event.
- 1.8 A member of the Group’s Committee shall attend the Science Committee Specialist Group Meeting, normally held in May each year.

### 2 *Key governance dates of the group*

- 2.1 January - the Group's AGM takes place including:
  - 2.1.1 The presentation of the Annual Review and Financial Report for the previous year
  - 2.1.2 Confirm the appointment of new Officers
  - 2.1.3 Vote on the appointment of new Committee members
- 2.2 January - handover Committee meeting takes place
  - 2.2.1 Induction material shall be provided for new committee members
  - 2.2.2 A dinner is held to thank outgoing committee members and welcome incoming ones
- 2.3 April - a Committee meeting shall take place
  - 2.3.1 Nominations are reviewed and the PG Medal and Young Geoscientist medal award winners are chosen by ballot of all committee members present. Email votes can be provided by those committee members unable to be present in person.
  - 2.3.2 An 'Open Session' takes place to review the work of the Group, discuss future opportunities and developments, connections with other parts of the Society, connections with the wider industry and relevant topical matters.
- 2.4 June - a Committee meeting shall take place, normally in Aberdeen
  - 2.4.1 Draft budget to be discussed  
Petroleum Group Annual Dinner - usually takes place in June
- 2.5 September - a Committee meeting shall take place
  - 2.5.1 Nominations for the Committee are reviewed and individuals are chosen by ballot of all committee members present. Email votes can be provided by those committee members unable to be present in person.
  - 2.5.2 The final budget is approved
- 2.6 October - members of the Group shall be informed of the date of the Annual General Meeting. Issue dates of following years meetings.
- 2.7 December - a Committee meeting takes place
  - 2.7.1 The Committee conducts an evaluation of its performance and effectiveness
  - 2.7.2 The Committee reviews its Constitution and Terms of Reference

### 3 *Annual Awards*

- 3.1 On an annual basis the Committee is responsible for soliciting nominations for the Petroleum Group Medal. The Petroleum Group Medal is an annual award presented to individuals with a geoscience background who have made an outstanding contribution to the petroleum industry. It can be awarded for excellence in petroleum geoscience and/or management of oil-finding activities. The winner will be presented with the medal at the Petroleum Group Annual Dinner.
- 3.2 On an annual basis the Committee is responsible for soliciting nominations for the Young Petroleum Geoscientist Award. The Young Petroleum Geoscientist Award is an annual award presented to recognise young talent. Nominees should be under 35 and either have already made a significant contribution to the understanding of petroleum geoscience or be an emerging talent who is making a significant impact in the field. The winner will be presented with the award at the Petroleum Group Annual Dinner.
- 3.3 On occasion a Committee member can propose nominations for an exceptional Lifetime Achievement Award. The Lifetime Achievement Award is presented to individuals with a geoscience background who have made an exceptional contribution to the petroleum industry throughout a lifetime of service. This is an exceptional award and is not expected to be given on an annual basis. Proposals are required to be seconded by a Committee member for consideration of the

Committee. Nominations will be considered at the time of the award of the Petroleum Group Medal. Those nominated do not have to be Fellows of the Society. Nominees can be from an industry or academic background. All members of the Committee are required to consider the proposal and for the award to be made the support of greater than two thirds of the Committee is required, including abstentions. The winner will be presented with the award at the Petroleum Group Annual Dinner.

3.4 Current members of the Petroleum Group Committee or the Geological Society Council are not eligible for nomination for any Petroleum Group award.

3.5 It is not a requirement for the nominees to be Chartered

#### 4 *Duties of the Chairman*

4.1 Together with the Administrator, prepare the Agenda for the each Committee meeting, ensuring that both regular business and additional items are dealt with appropriately

4.2 Chair Committee meetings

4.3 Ensure the good working of the Committee, that it understands the objectives and deliverables of the Group, and that it promotes the values of the Group

4.4 Ensure appropriate induction of new Committee members and host the Handover Committee dinner

4.5 Give a short speech on behalf of the Group at the Annual Dinner

4.6 Respond on behalf of the Committee when required to enquiries or proposals from third parties

4.7 Represent the Group at external events if required

#### 5 *Duties of the Treasurer*

5.1 Regularly review the financial reports prepared by the Administrator

5.2 Provide an Annual Review and Financial Report and present this to the AGM

5.3 Review the finances of each conference event

5.4 Present an annual review of conference income and expenditure together with recommendations to assist future event planning

5.5 Together with the Administrator, prepare an annual Budget for the approval of the Committee

5.6 Approve expenses claims from the Student Representative and Committee members unable to recover expenses from their employer.

#### 6 *Duties of the Publications Officer*

6.1 Be the point of contact between the Committee and the GSL Publishing House.

6.2 Work with convenors of conferences to ensure that, where appropriate, a Special Publication of the conference is published

6.3 Provide guidance to the corresponding editors on the process of submitting a proposal to the Publishing House

6.4 Ensure that corresponding editors have been appointed and that a member of the PG Committee is part of this editorial committee

6.5 Following approval of a proposed Special Publication by the Books Committee of the Publishing House, contact the corresponding editors and provide them with the relevant paperwork including Colour Guidelines and the form for "Request for Colour Support"

6.6 Present requests for colour funding to the PG Committee who may approve the

- request up to £4000 per volume (2 colour prints for each of 20 papers)
- 6.7 Assist the corresponding editors in finding reviewers for the manuscripts
  - 6.8 Liaise with the Administrator and the Treasurer to assist with financial reporting of the publications
- 7 *Duties of the Communications Officer*
- 7.1 Produce the E-Newsletter to members at least four times per year
  - 7.2 Present the affairs of the Group on Social Media
  - 7.3 Ensure the Group's pages on the Society website are up to date
- 8 *Duties of the Vice-Chairman*
- 8.1 Chair Committee meetings in the absence of the Chairman
  - 8.2 Undertake other duties as requested by the Chairman
- 9 *Duties of the Student Representative*
- 9.1 Provide a student perspective on the relevance and value of proposed Group events
  - 9.2 Assist convenors of events in attracting papers from the student community
  - 9.3 Provide a student perspective on the accessibility of Group events in terms of duration, cost and location
  - 9.4 Assist the Communications Officer in reaching the student community to publicise events and to encourage membership of the Society and of the Group
- 10 *Duties of Committee Members*
- 10.1 Attend the AGM and Committee meetings in person where possible or by phone
  - 10.2 Write a short piece for the E-Newsletter at least once during term of service
  - 1.03 Convene or co-convene a conference or other event at least once during term of service
  - 10.4 Ensure that sufficient appropriate nominations are made for new members of the Committee, giving regard to the desirability of a balanced and diverse Committee with the skills, discipline knowledge, experience, industrial and academic background to keep the Committee at the cutting edge of Petroleum Geoscience
  - 10.5 Ensure that appropriate nominations have been made for the PG Medal and Young Petroleum Geoscientist Medal
  - 10.6 Ensure that the possibility of making a Lifetime Achievement Award to an appropriate candidate is considered
- Represent the Group at external events, if Chair / Vice Chair are unavailable.