

**Guide to Board Operations**

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**Updated to April 2025**

This document was written as a guide to new and existing Board members to help them understand what the SPE Aberdeen Section Board does and how it works.

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# Introduction to the SPE Aberdeen Section

The SPE Aberdeen Section is a local section of the international professional society (SPE International) serving professionals in the oil and gas and wider energy industry.

The Section works in Scotland to deliver the Mission of the SPE, which is “To collect, disseminate and exchange technical knowledge concerning the exploration, development and production of oil and gas resources, and related technologies for the public benefit; and to provide opportunities for professionals to enhance their technical and professional competence.”

Legally the SPE Aberdeen Section is

A semi-autonomous section within the Society of Petroleum Engineers Europe Limited, a company registered in England and Wales (number 2778741) and with its registered office at. 1 The Sanctuary, Westminster, London, SW1P 3JT

* (“SPE Europe”). SPE Europe is a registered charity in the United Kingdom, registered number 1017482.
* SPE Europe is in turn a part of the Society of Petroleum Engineers (SPE) Stichting based in The Netherlands. A “Stitching” is a form of trust which a group of organisations agree to cooperate and collaborate with (“SPE International”).

To aid understanding, the International Red Cross and Greenpeace are also Stichtings. The main advantage of this legal structure is that the collaborating member organisations remain legally independent of one-another.

SPE members pay a membership fee each year to be a member of SPE International. Each member is then associated with a local section. As of April 2025, the SPE Aberdeen Section had a total of 1424 members associated with it, comprising

* 1061Members
* 363 student members
* 30 affiliated members
* 336 unpaid still members
* 16 legion of honour members
* 116 -25-year members
* 161 life members

The activities of the Section are created and managed by a Board, consisting mainly of volunteer members based in the northeast of Scotland. A small number of Board members are based in Edinburgh and Glasgow.

# Board Organisation

## Overview

The SPE Aberdeen Section is managed by a Board that is elected annually and serves from 1 July in one year to 30th June the following year.

The Board arranges activities for the benefit of approximately 1512 SPE members’ resident in Scotland, and mainly in the Aberdeen / Aberdeenshire area (out of worldwide SPE membership of approx. 127K).

The Board consists of approximately 17 volunteers who are registered with SPE International as Section Officers. These include the Chair, Vice-Chair, Past-Chair, Secretary, Treasurer, and the Chairs and Vice-Chairs of the main Board operating Committees (Continuing Education, Programme, Student Development, Schools and Career Guidance, Young Processionals, Marketing, Membership & Communications). In addition the Board may co-opt other Directors as required.

In addition, some 150 volunteers contribute by working on the individual operating Committees.

Experience shows that 5-10% of members leave the Board each year due to relocation, inability to devote time to SPE activity and personal reasons. SPE Aberdeen Section custom and practice is for

* Existing Board members to remain on the Board until they chose to leave or are asked to leave (usually for inactivity – but see section 3.3 Board election and tenure).
* Nominations for new members invited in April each year
* If necessary, elections are held in May each year.

There is no limit of the size of the Board, but typically it consists of 16-20 officers and chairs. Over the last 5 years the Aberdeen Section volunteer group has grown from approximately 50 members to the current level of approximately 150-170 members. This has been a deliberate policy to ensure that there is enough volunteer time available to carry out the work of the Board (against a backdrop of an industry where people are expected to do more and more in their normal working time, making time for volunteer effort scarcer).

The SPE Aberdeen Section Board also utilises the services of paid consultants who carry out specific tasks. In addition, the Board occasionally co-opts members to the Board.

## Board Meetings

Board Meetings are held at 4 p.m. immediately before a regular Monthly Meeting (i.e. 8 per year – normally held on the fourth Wednesday of each month September-to-November and January-to-May each year).

In an effort to reduce the time commitment associated with membership of the SPE Board, the SPE Aberdeen Section Board holds

* A Board meeting of the full board each month (except December, June and July)
* A full Board meeting every quarter that includes the student chapter presidents (September / January / April meetings)
* An annual planning meeting held in August each year.

## Decision Making

Decisions are normally approved by a majority vote of the board – defined as more than 50% vote of the Board members present at a meeting, with a requirement that at least 75% of the Board members are present.

If the above criteria cannot be met, then a decision can be approved by a majority e-mail vote of the Board – i.e. more than 50% vote of the Board members.

## Financial Decision Making

Financial authorities are defined in two Board policy documents called:

* “SPE Aberdeen Section Financial Approvals Policy ” (see Attachment 2)
* “SPE Aberdeen Section Financial Management Policy” (see Attachment 3).

The key points are summarised below :-

* The purpose of these Policies is to set out the financial roles and responsibilities of the full Board and the Committees of the Board.
* Normal operations are budgeted in a Budget approved in August each year.
* Expenditure within an approved Budget and under £1000 may be approved by any individual Committee Chair.
* Budgeted expenditure over £1000 must be confirmed by the Board before committing to the expenditure.
* A recommendation for any un-budgeted expenditure may be made by any individual Officer or Director, and by any committee of the Board.

All recommendations for expenditure by a committee must be submitted to the Board for approval. The recommendation must include a statement of the results of a vote on the recommendation by the committee members, in which at least 75% of the committee members voted.

## Committees of the Board

The bulk of the detailed work of the Board is conducted by a series of Committees, each chaired by a Board Officer. These are :

### Programme Committee

The Programme Committee organises a series of evening technical meetings.

The format for these meetings has evolved over time. Meetings are usually held on the fourth Wednesday of the month, and are currently structured as follows

* 1800-1830 registration and social / networking time with bar service.
* 1830-1930 technical speaker followed by Q&A
* 1930-2030 buffet and networking.

The Programme Committee is responsible for all aspects of the monthly meeting programme including:

* Defining the dates of eight monthly meetings each Board year (usually the fourth Wednesday in each of the months September to November and January to May each year).
* Securing speakers for the monthly meetings, including identifying topics and approaching and confirming speakers.
* Securing speakers from the SPE Distinguished Lecturer programme to speak at some meetings.
* All arrangements associated with the venue, including room and meal booking, administration and ensuring that the appropriate audio-visual equipment is available.
* All aspects of publicity (mainly ensuring information is on the website, is featured in social media and in the periodic e-mail broadcasts).
* Obtaining Sponsorship for the programme.

Monthly meetings aim for financial break-even.

Over the years the Section has trialled other short technical events and study groups (none of which are currently active). The Programme Committee would also be responsible for initiating and managing any such regular short technical events (under 3 hours) should the Board decide to progress such an idea in the future.

### Continuing Education Committee

The Continuing Education Committee organise a series of technical knowledge exchange events each year (typically 6-8).

These events are usually 1-2 day focussed technical conferences, sometimes with a small exhibition.

The Continuing Education Committee is responsible for all aspects of these events which compete directly with commercial conference organisers. Their specific duties involve:

* Defining the topics and designing the programme for each Continuing Education seminar.
* All aspects of approaching and confirming speakers.
* Defining the dates of the events and handling all arrangements with the venue, including room and meal booking, administration and ensuring that the appropriate audio-visual equipment is available.
* All aspects of publicity and promotional activity (including the sale of advertising).
* Obtaining exhibitors where appropriate.

Due to the magnitude of this task, the committee has paid professional help from an event management contractor, who also handles most of the administrative and promotional aspects of the meetings.

Continuing Education events are usually held at the TECA Conference facility in Aberdeen due to the flexible nature of the space available – different rooms can accommodate events ranging from a small 40-person seminar to a 300+-person conference with exhibition.

Some events are run in conjunction with others, and may be managed by a different events management contractor. As examples :-

* The ICOTA conference is also managed under the Continuing Education committee and the chair attends the ICOTA committee meetings and co-ordinates the conference.
* The DEVEX conference is also managed under the Continuing Education committee and the chair attends the DEVEX committee meetings and co-ordinates the conference.

Continuing Education events are the Boards main source of surplus funds and enables the section to financially support and sponsor a variety of school programmes, student scholarships and public outreach activity.

### Student Development Committee

The Student Development Committee supports students studying oil and gas and energy related degree programmes at universities in Scotland.

There are SPE Student Chapters at

* University of Aberdeen (related to the postgraduate and undergraduate petroleum, process, subsea and drilling engineering courses taught at the university)
* The Robert Gordon University in Aberdeen (related to the postgraduate subsea and drilling engineering courses taught at the university)
* Heriot Watt University (related to the postgraduate petroleum engineering taught at the university)

These student Chapters operate semi-autonomously from the SPE Aberdeen Section Board. They elect their own Student Chapter Officers (e.g. President, Vice-President, Treasurer etc.) with the help of their dedicated Faculty Sponsors and organise their own technical and social activities.

The Board provides practical support to students by, for example, offering reduced price entry to events, and by funding travel to Aberdeen for the more distant student sections to attend Section events.

The Board also runs a scholarship programme to support students at these universities. In the fourth quarter of each year applications are invited for awards, which can range from £5000 down to £500 – generally regarded as hardship payments to help students who might otherwise have to drop out of their course.

### Schools and Career Guidance Committee

The Schools and Career Guidance Committee supports a wide range of initiatives designed to spread the word about the oil and gas industry to schools and universities. These include supporting “Maths in the Pipeline”, TechFest and various “one off” initiatives.

The largest component of this activity has been the ongoing deployment of the SPE International “energy4me” programme. SPE Aberdeen support includes training teachers to deploy the energy4me materials in the Scottish National Curriculum.

### Young Professionals Committee

The SPE Aberdeen Board Young Professionals Committee organise a range of activities by and for members under the age of 35.

These include technical talks (the “Simplified Series”), personal business skill development events (the “ Unplugged 360” series) and a variety of social events.

### Diversity and Inclusivity Committee

The SPE Aberdeen Board Diversity and Inclusivity Committee organise a range of activities to raise awareness in the industry of all aspects of Diversity and Inclusivity.

These include presentation and discussion events.

The Committee is also tasked with ensuring that all Diversity and Inclusivity considerations are included in all SPE Aberdeen events

### Membership, Marketing & Communications Committee

The SPE Aberdeen Board Membership, Marketing and Communications Committee (MMC) organises all aspects of our publicity and communications with members.

Under their direction we run a website ([www.spe-aberdeen.org](http://www.spe-aberdeen.org)), distribute monthly e-newsletter and e-mail communications to members, operate social media channels and issue press releases.

This committee combines the functions of the “Membership Committee” and the “Communications Committee” defined in the SPE International Operations Manual.

This committee currently is supported by the section manager and section administrator plus the section chair and vice chair.

### Other Committees

Other committees of the Board are formed and dissolved as the need arises. All that is required is a proposal to the Board, approval by the Board, and Board members willing to sit on the committee.

# Board Composition, Roles and Responsibilities

## Board Officers and their duties

The responsibilities of all Board Officers are defined fully in the SPE Operations Manual published each year by the SPE International in Richardson, Dallas. The following is intended as an overview.

### Chair

Leads the Board, organises the Monthly Board Meetings, and ensures that Board Committees are working effectively.

Current practice is for the Chair to serve for two full Board years.

### Vice-Chair and Chair-elect

Over the last few years it has become SPE Aberdeen Section practice to appoint a Vice-Chair who is also the Chair-elect to ensure a smooth handover of the role. Practically the Chair-elect also has some other role on the Board, and deputises for the Chair if he / she is absent.

Current practice is for the vice-chair to serve for two full Board years, learning all aspects of the Sections activities, before taking over as Chair.

To ensure that this happens the Chair and Vice-Chair are to meet at least quarterly to discuss the management of the Board and the Section, and specific responsibilities are to be delegated to the Vice-Chair over time so that they gain experience in Section Management.

### Programme Chair

Responsible for the Programme Committee, which manages the Monthly Meetings.

The Programme Chair is also responsible for preparing and submitting the Programme Committee budget in May each year and reporting Programme Committees activities and forward plans to each Board Meeting.

### Continuing Education Chair

Responsible for the Continuing Education Committee, which manages the periodic Continuing Education Seminars.

The Continuing Education Chair is also responsible for preparing and submitting the Continuing Education Committee budget in May each year and reporting Continuing Education Committees activities and forward plans to each Board Meeting.

### Student Development Chair

Responsible for the Student Development Committee, which manages scholarship activity and all other student support activity of the Board.

The Chair is also responsible for preparing and submitting the Student Development Committee budget in May each year and reporting of the Career Development and Student Development Committees activities and forward plans to each Board Meeting.

### Student Chapter President

Each Student Chapter President is a non-voting member of the Board.

The Student Chapter President is responsible for preparing and submitting the Student Chapter budget request to the Student Development Committee chair in May each year and reporting on the activities of their Student Chapter at each Board Meeting.

### Schools and Career Guidance Chair

Responsible for the Schools and Career Guidance Committee, which manages schools and education-related activity of the Board.

The Chair is also responsible for preparing and submitting the Schools and Career Guidance Committee budget in May each year and reporting of the Schools and Career Guidance Committee activities and forward plans to each Board Meeting.

### Diversity and Inclusivity Chair

Responsible for the Diversity and Inclusivity Committee, which manages the periodic Diversity and Inclusivity events.

The Continuing Education Chair is also responsible for preparing and submitting the Diversity and Inclusivity Committee budget in May each year and reporting Diversity and Inclusivity Committees activities and forward plans to each Board Meeting.

### Membership, Marketing and Communications Chair

Responsible for the Membership, Marketing and Communications Committee, which manages the membership, communications and marketing activity of the Board.

The Membership, Marketing and Communications Chair is responsible for preparing and submitting the Membership, Marketing and Communications Committee budget in May each year, maintaining and encouraging membership of SPE and SPE Aberdeen Section, and all aspects of the Boards communications with its members and the general public.

Under their direction we run a website ([www.spe-aberdeen.org](http://www.spe-aberdeen.org)), distribute monthly e-newsletter and e-mail communications to members, operate social media channels and issue press releases.

This committee combines the functions of the “Membership Committee” and the “Communications Committee” defined in the SPE International Operations Manual.

This committee currently is supported by the section manager and section administrator plus the section chair and vice chair.

### Section Manager and Section Administrator

The formal SPE section role of Board Secretary is filled by Diane Wood, who is paid as the Section Manager and Gillian Brock, who is paid as the Section Administrator (see section 3.4 Paid Support). Both are SPE members.

### Treasurer

The Treasurer is responsible for maintaining the SPE Aberdeen Section bank account, receiving all credits, paying all invoices, and reporting for VAT and Corporation Tax.

The Treasurer is also responsible for preparing a report of the Sections financial position for each Board Meeting.

The Treasurer is responsible for organising an annual audit of the accounts by an independent, qualified individual to be approved by the Board.

The Treasurer is also responsible for preparing an Annual Financial Report of the Sections financial position for the SPE Headquarters in Richardson. This is the only legally required report prepared by the section, and is required to enable the SPE to maintain its charitable status.

The Treasurer is also responsible for preparing an annual budget for the Section and advising the Board when planned expenditure is likely to exceed the budget for an individual committee.

The Treasurer is currently also the paid Section Accountant – Lorraine Mutch – who is an SPE member (see Section 3.3 Other Board Members and their duties).

## Other Board Members and their duties

### Directors

All other voting Board members are referred to as Directors.

They may be members of one or more Board Committees and provide their time and energy to devise and implement the Boards programmes and initiatives.

The Board may appoint other Directors as the Board sees fit.

### Co-opted members

Any other person invited to join a Board Committee who is not a Director.

## Board election and tenure

### Board elections and appointments

SPE Aberdeen Section recognises that for a variety of reasons Board Officers will start their tenure at varying times in the Board year.

Board Officers may be appointed in one of two ways

* There may be more than one candidate for a position. In this case the Section Manager will administer an election amongst members of the committee or the Board. The candidate receiving the most votes will be appointed.
* If there is only one candidate for a post the individual can be invited by the committee or Board to take on their role.

### Board tenure

All Board officers have a period of tenure of up to a maximum of 3 years. Their period of tenure automatically comes to an end at the end of the Board year after to the third anniversary of their appointment

When a Board Officer’s tenure comes to an end the relevant committee, or the Board, shall invite nominations for the role. The incumbent is eligible to nominate themselves for re-appointment.

* If there is more than one candidate for a position the Section Manager will administer an election amongst members of the committee or the Board. The candidate receiving the most votes will be appointed.
* If there is only one candidate for a post the individual can be invited by the committee or Board to take on their role.

All appointments are subject to formal ratification by the Board.

### Board performance

The Section Chair should meet with each Committee Chair and Vice Chair at least twice in each Board year to discuss committee and individual performance.

SPE Aberdeen recognises that all Board officers are volunteers who have other commitments – including work, family and other voluntary activities. A practical implication is that the individual may become unable to discharge their SPE responsibilities as their personal circumstances change.

Any Board member who feels that they are no longer able to discharge their responsibilities effectively should in the first instance discuss the matter with the Chair and / or the Vice-Chair.

Any Board member may raise concerns about the ability of any other section officer or Committee Chair or Vice-Chair to deliver their responsibilities at any time. Initially they should raise these with the Section Chair who should investigate and seek to resolve the matter amicably. If the concern is with the Chairs performance than the concern should be raised with the Vice-Chair – who should investigate and seek to resolve the matter amicably.

If the Chair / Vice-Chair are unable to resolve the concerns then a Review Committee made up of the Chair, Vice-chair, and a minimum of 3 other Directors of the SPE Aberdeen Section is to be formed. Normally the Chair should convene this Review Committee. If the concerns are with the performance of the Chair, then the Vice-Chair should convene the Review Committee. The Review Committee should investigate and seek to resolve the matter amicably.

If the Review Committee is unable to resolve the matter an Extraordinary Board Meeting should be called, and the matter discussed and decided by the Board. Any proposal to remove any individual from their position requires the approval of 2/3 of the entire Board to be applied.

## Paid Support

### Section Manager

Due to pressure on volunteer’s time, the Aberdeen Section employs a part-time Section Manager who manages much of the sections day-to-day activities in conjunction with the Chair.

The Section Manager is currently Diane Wood (e-mail [aberdeen.manager@spe-uk.org](mailto:aberdeen.manager@spe-uk.org))

### Section Administrator

Due to pressure on volunteer’s time, the Aberdeen Section also employs a part-time Section Administrator who supports the Section Manager by handling much of the sections day-to-day administration.

The Section Administrator is currently Gillian Brock (e-mail [aberdeen.admin@spe-uk.org](mailto:aberdeen.admin@spe-uk.org)).

### Section Accountant

Due to the volume of financial transactions, the Aberdeen Section employs a part-time Section Accountant who supports the Section Treasurer by maintaining the Section accounts and paying individual bills.

The Section Accountant is Lorraine Mutch (e-mail [aberdeen.accountant@spe-uk.org](mailto:aberdeen.accountant@spe-uk.org))

### Event Managers

To assist in organising and promoting Continuing Education events, the Board employs an event management company for each event.

At present

* Mearns & Gill Limited – an Aberdeen-based event management company) act as event managers for most Continuing Education events and the Offshore Achievement Awards. Primary contact is Suzanne Robertson ([suzanne.robertson@mearns-gill.com](mailto:suzanne.robertson@mearns-gill.com))
* Occasionally different event management contractors are employed to manage an event run in partnership with another organisation where that organisation has a pre-existing relationship with another contractor.

### Section Website

To further communicate with its members, SPE Aberdeen Section owns and maintains a website [www.spe-aberdeen.org](http://www.spe-aberdeen.org) .

The website is

* Hosted on the CP&Co owned and operated servers, which are leased from Linode
* Built using Craft CMS and new events ticketing system is custom using Laravel framework,
* Maintained by the Section Manager and Section Administrator with support from web contractors Stuart Swan and Mike Cocker from CP and Co

Attachment

SPE International 2024 Fact Sheet

The embedded PDF file and image below contains a one-page fact sheet produced by SPE International to describe the key features of the SPE.



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Attachment

SPE Aberdeen Financial Approvals Policy

**1. Introduction**

The purpose of this policy is to provide a set of rules under which all expenditure by the SPE Aberdeen Section is considered and approved.

Its sets out the financial roles and responsibilities of the Committees of the Board, the Board, and the full Board Membership.

**2. Financial Approval Policy**

**2.1 Annual Budget**

At the start of each Board Year (i.e. in August each year) the Board will consider and approve a budget for the operating year (August to July).

**2.2 Budgeted Expenditure**

Expenditure by a Committee that is below £1000 and that has been approved in the Annual Budget may be committed to by the individual Committee Chairs or by one of the Chair, Vice Chair, Treasurer or Section Manager.

Expenditure above £1000 that has been budgeted in the Annual Budget must be presented by the individual Committee Chair to the Board for confirmation and approval prior to commitment.

It is recognised that the budget for each Continuing Education event will include many items in excess of £1000. The Continuing Education Committee chair and Mearns & Gill are authorised to commit to such expenditure as long as it is consistent with the event budget, and subject to approval by the CE chair.

**2.3 Expenditure not budgeted**

A recommendation for any un-budgeted expenditure may be made by any individual Board Member, and by any sub-committee of the Board.

All such recommendations for un-budgeted expenditure must be submitted to the monthly Board Meeting for approval.

Normally the recommendation must include a statement of the results of a vote on the recommendation by the proposing committee, in which at least 75% of the committee members voted.

Any proposal approved by a vote of the Board becomes a new approved item in the Sections Annual Budget.

It is recognised that the some Continuing Education events will not have been anticipated at the time of the Annual Budget. The Continuing Education Committee chair and Mearns & Gill are authorised to set the budget for each event on condition that reasonable projections indicate that the event will result in a surplus.

2.4 Approval of invoices

Invoices are to be approved in accordance with the following table

|  |  |
| --- | --- |
| Expenditure Item | Who can approve invoices |
| Any invoice for budgeted or approved or Continuing Education expenditure up to and including £1000 (except as listed below) | Any one of Section Chair, Section Vice Chair, Treasurer or Section Manager.  If the Section Accountant is also the Section Treasurer then one additional approval is required.  Prior to seeking approval to pay the invoice the Section Manager or the Section Accountant should satisfy themselves that the expenditure was appropriately approved.  If the Section Manager or the Section Accountant has any concern relating to any payment, then they should refer the matter to the appropriate Board Committee Chair, or the Section Chair or Section Vice-Chair or Section Treasurer. |
| Any invoice for budgeted or approved or Continuing Education expenditure over £1000 (except as listed below) | Any one of Section Chair, Section Vice Chair or Section Treasurer  If the Section Accountant is also the Section Treasurer then one additional approval is required.  Prior to seeking approval to pay the invoice the Section Manager or the Section Accountant should satisfy themselves that the expenditure was appropriately approved.  If the Section Manager or the Section Accountant has any concern relating to any payment, then they should refer the matter to the appropriate Board Committee Chair, or the Section Chair or Section Vice-Chair or Section Treasurer. |
| Any invoice for payments to the Section Manager, Section Administrator, Section Accountant | Any one of Section Chair, Section Vice Chair, Section Treasurer  If the Section Accountant is also the Section Treasurer then one additional approval is required.  If the Section Accountant has any concern relating to any payment, then they should refer the matter to at least two of the Section Chair, Section Vice-Chair or Section Treasurer. |

**3. Relevant Information**

The following information is provided for clarity, and does not form part of the preceding statement of Policy

The Board has previously approved the following ongoing financial commitments :

1. A Letter Agreement with Diane Wood for the provision of Section Management support to the Board. This agreement results in payments relating directly to the time she spends on Board business (plus expenses).
2. A Letter Agreement with Gillian Brock for the provision of Section Administrator support to the Board. This agreement results in payments relating directly to the time she spends on Board business (plus expenses).
3. A Letter Agreement with First Class Book-keeping Ltd for the provision of Section Accountant support to the Board (delivered by Lorraine Mutch). This agreement results in payments relating directly to the time she spends on Board business (plus expenses).
4. A series of event-specific Letter Agreements with Mearns & Gill Advertising Ltd to provide event management services. These generally include a fixed fee plus 20-50% profit share. Mearns and Gill currently have separate contracts for:
5. Delivery of event-management services. This include a monthly fee, an event specific fee plus a 20% profit share as an incentive.
6. Management and delivery of the Offshore Achievement Awards. This include an event management fee plus a 30% profit share as an inventive.
7. Separate agreements for a number of events that are run jointly with other professional societies (e.g. the SPE-ICoTA Well Intervention Conference)

* A Letter Agreement with Philip Beattie of CP and Co Inverurie for the preparation and maintenance of the SPE UK web site.

Attachment

SPE Aberdeen Section Financial Management Policy

1. **Financial Considerations.**
   1. The overall financial objective of the Aberdeen Section of SPE will be to hold a bank balance at the end of each Board year that is capable of

* Sustaining one full year of the scholarship support programme
* Meeting our financial commitments to contractors for six months.

This minimum balance is currently set at £50,000.

This financial objective allows the Board sufficient time to identify any financial problems and to adjust its financial commitments if section income should fall significantly.

**1.2**. All expenditure over £1000 and other disbursements will only be made if surplus funds over and above this £50,000 target are available in the Section bank account.

1. **Income**

The SPE Aberdeen Section derives most of its surplus from

* Regular Continuing Education Seminars.
* The Offshore Achievement Awards

A typical annual surplus is in the range of £10,000 - £50,000.

1. **Disbursement of surplus funds**

As a charity SPE is not permitted (by UK charity law) to donate cash to other charities.

* 1. **Scholarship Support Policy**

The majority of the sections surplus funds have for many years been used to fund scholarships for students studying for oil and gas related undergraduate and master’s degree programmes at :-

* The Heriot Watt University (Institute of Petroleum Engineering)
* The Robert Gordon University (School of Mechanical and Offshore Engineering)
* The University of Aberdeen (Departments of Petroleum Engineering and Petroleum Geology)

Each year the Student Development committee will determine priorities and invite applications for one or more scholarships.

Students submit a written application, and may be invited to attend for an interview prior to awards being made.

In line with the Board Financial Approvals Policy, payments are subject to ratification by the Board in light of the Section’s financial resources at that time.

* 1. Non-Scholarship Disbursements.

Other ad hoc sums of money have also been distributed through each Board year. Generally, the process has been:

* A Board member has received a request for support from an organisation.
* The Board member has made a proposal to the Board (usually in the form of a written proposal included in the pre-read for the next Board meeting)
* The proposal has been discussed at the following Board meeting and either approved or rejected.

The Board has generally only supported projects which

* improve science, earth science and energy transition education for school children under the age of 18.
* enhance the image of the energy industry in the eyes of the general public.
* provide a professional service or benefit to the SPE Aberdeen Section members.

The Board has generally not approved requests for support which

* benefit only a small numbers of people.
* are not energy industry relevant.
* have no perceived connection between the beneficiary and SPE’s goals.

The majority of events and activities supported have been educational and “STEM” oriented. Examples include:

* The annual Maths in the Energy Mix competition for Scottish schools.
* Aberdeen Science Centre (formerly Satrosphere) in Aberdeen.
* Techfest Science Festival.
* The SPE “energy4me” programme
* The NASA in Aberdeen programme that brought NASA astronauts to Aberdeen.

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1. **Invoicing**

All invoices sent to the SPE Aberdeen Section must be addressed to

|  |
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| SPE Aberdeen Section  PO BOX 18566,  Inverurie,  Aberdeenshire  AB51 1BB. |

* Be sent by e-mail to
  + [Aberdeen.manager@spe-uk.org](mailto:Aberdeen.manager@spe-uk.org)
  + [Aberdeen.accountant@spe-uk.org](mailto:Aberdeen.accountant@spe-uk.org)
* Include a description of the product or services supplied such that anyone reading the invoice has no doubt about what the invoice relates to. This is to ensure clarity for the Section officers and the external auditor.

Attachment 4

SPE Aberdeen Section Collaboration Policy

1. **Collaboration with others.**

SPE Aberdeen Section will collaborate with others where there is clear mutual benefit and the collaboration furthers the aims of the Section.

Generally such collaboration will be with

* Other parts of the global SPE organisation, including other sections and SPE International.
* Other professional societies in the oil and gas and energy sector
* Other not-for-profit organisations in the oil and gas and energy sector

Generally the Section will not collaborate with

* Commercial organisations. The SPE is commercially neutral and seeks to avoid any situation where SPE could be seen to be endorsing or supporting any particular commercial organisation.

For clarity, a relationship in which a commercial organisation is sponsoring an SPE activity, or is being paid to deliver a product or service to SPE are acceptable.

* Organisations with no clear linkage to the oil and gas and energy sector

1. **Collaboration agreements in place**

SPE Aberdeen Section has formal collaboration agreements (referred to as Memorandum of Understandings) with

* The Energy Institute, a UK professional society with an active Aberdeen branch.
* IMECHE, a UK professional society with an active Aberdeen Branch
* Institute of Measurement and Control – a UK professional society with an active Aberdeen Branch
* Offshore Energies UK (OEUK) – a UK wide society with company membership.

**Attachment 5**

**SPE Aberdeen Section GDPR Compliance Documents**

### Data Audit Form

|  |  |
| --- | --- |
| Data Audit Form Asset Detail | |
| Type of Data | Contact details and company name. |
| Description of data | Name, address, phone number and email address, company name and (where relevant) their SPE membership number.  Data relates to conferences, technical meetings and operational meetings of the SPE Aberdeen Section. |
| Employees responsible for Data Collection | Diane Wood, Gillian Brock, Stuart Swan (CP and CO) and Lorraine Mutch |
| Person responsible for Data Processing | Suzanne Robertson – SPE Continuing Education events manager. |
| What does the Data Processing Team use the data for | Used in managing conferences, meetings and similar events, including making delegate lists, name badges and providing event updates and other Continuing education event related information. |
| Date of consent to hold data | When the individual registers to attend an event.  When the individual agrees to receive information on board meetings, minutes and posters to advertise a Technical meeting event. |
| Where the data is stored | On the computers of Section Manager, Section Accountant, Section Administrator and Section events managers. |
| Source of the data | From registering on the website for events and from attending events not booked via the website.  From agreeing to join individual Board and committees related to the SPE Aberdeen Section. |
| Purpose of the data | To enable the section to contact the registered attendees with updates on venue/times and reminders that the event is going ahead. Also to contact them for the next event. |
| How the data is protected in its storage | Password protected on each individual computer. No public access. |
| Usage restrictions | Only to be used for sending out event information, minutes of board meetings and updates on events and new events |
| Usage rights | Only to be used by Section Manager, Administrator, event manager, website manager and accountant. |
| Usage frequency | As and when the events are taking place |
| Retention period | 2 years as some events are every two years.  Consent renewed every year for Board and committee members |
| Privacy Statement | This will be a Privacy Statement on the SPE Aberdeen Section website.  This audit template document will also be added as a link to a PDF. |
| Comments | The website is all PCI-DSS (Payment Card Industry Data Security Standard) compliant. |

1. **Photo/Video Consent form – adults.**

We would be grateful if you would fill in this form to give us permission to take photos/videos of you and or your company at this event and to use these in our printed and online publicity.

I give SPE Aberdeen Section permission to take photographs and / or video of me or that I might appear in.

I consent to the SPE Aberdeen Section using the images resulting from the photography / video filming set out below, and any reproductions or adaptations of these images for the purposes of fundraising, publicity and promotion in support of the SPE Aberdeen Sections aims and objectives.

This specifically includes (but is not limited to), the right to use images in SPE Aberdeen Section printed and online publicity material, press releases, social media and in funding applications.

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Event where photographs / videos will be recorded |  |
| Signature |  |
| Date |  |

1. **Child photo / video consent form**

We would be grateful if you would fill in this form to give us permission to take photos of your child and use these in our printed and online publicity.

I give SPE Aberdeen Section permission to take photographs and / or video of my child.

I grant SPE Aberdeen Section full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group’s aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

|  |  |
| --- | --- |
| Name of child |  |
| Name of parent / guardian |  |
| Signature of parent / guardian |  |
| Date |  |

**GDPR Compliance Statement.**

What data do we collect?

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| --- |
| The person’s name, email address, and telephone numbers, company name and, if they are an SPE member, their membership ID number. |

Where do we store the data?

|  |
| --- |
| Emails, event spreadsheet documents, event databases, backups, email lists |

How do we protect and document the data we have?

|  |
| --- |
| 4 individual computers that are password protected and all have anti – virus software with internet protection installed on each computer. |

How long do we plan to keep the data for?

|  |
| --- |
| Up to 2 years. This is because some events are every two years. |

Do we have a function/ reason for every piece of data we collect?

|  |
| --- |
| Name, email address and a contact number: to contact a person in connection with the event – including sending a reminder that they are a registered attendee that the event; providing updates on venue/time updates, advising if event is cancelled; contacting the attendee to ask for payment for the event registration if they do not pay online and other communications pertaining to the event. In addition we wish to advise the individual when the next event is going to be held. |

What is the process if someone asks to be removed from our records?

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| The person should contact the Section Manager Diane Wood by email. The Section Manager is also our Data Controller. |