

Energy Group of the Geological Society ["Energy Group"] Committee Terms of Reference 2020

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

Adopted by the Committee of the Energy Group of the Geological Society on 30th January 2020

References:

"the Committee" or "the Group" shall mean the Energy Group Committee.

"the Society" shall mean the Geological Society of London.

"the Constitution" shall mean the Constitution of the Energy Group as approved by the Science Committee of the Geological Society in January 2016.

These Terms of Reference are to be read in conjunction with the Energy 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, unless specified in an MoU.
- 1.2 There is a standing agreement with the PESGB that the Group will badge one of their Aberdeen lectures per year, usually in November. There is a separate MoU to cover this event.
- 1.3 The Group will share with PESGB it's conference diary on a regular basis and PESGB will do same. The objective is to avoid clashes of conference topics and dates (as the Group strives to do with other organised events).
- 1.4 The Group will normally organise the 'Research Collaboration Showcase' in conjunction with the PESGB which is held every two years at PETEX. The Committee and the Society each contributed to a fund which is used to run the conference; this fund is held by the PESGB and expenditure shall be monitored by the Treasurer of the Group. The terms of the agreement between PESGB and Committee is set out in a separate MoU. A place at the Annual Dinner is awarded to the best student presentation at the Collaboration Showcase.
- 1.5 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 Group events and generates significant revenue for the GSL Publishing House.
- 1.6 The Group will hold one committee meeting per year in Aberdeen and ensure that Aberdeen is always considered as a possible alternative venue to Burlington House for conferences.
- 1.7 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.

- 1.8 The Group will each year seek where possible to organize a topical regional event.
- 1.9 A member of the Group's Committee shall attend the Science Committee Specialist Group Meeting, normally held in May each year
- 1.10 In January each year, organise lunch with Chair, Society Administrator and Society Reps to discuss activities of the Group, performance, coordination with Society and any issues arising.
- 1.11 Assist Society in finding nominations for its petroleum industry related Medals/Awards (e.g. Aberconway Medal and Early Career)

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 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 Early Career 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
- 2.5 June - Energy Group Annual Dinner usually takes place
- 2.6 September - a Committee meeting shall take place
 - 2.6.1 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.
 - 2.6.2 The final budget is approved
- 2.7 October - members of the Group shall be informed of the date of the Annual General Meeting
- 2.8 November - a Committee meeting takes place
 - 2.8.1 The Committee conducts an evaluation of its performance and effectiveness
 - 2.8.2 The Committee reviews its Constitution and Terms of Reference
- 2.9 December - Give notice of the AGM one month in advance of the January date

3 *Annual Awards*

- 3.1 On an annual basis the Committee is responsible for soliciting nominations for the Energy Group Medal. The Energy Group Medal is an annual award presented to individuals with a geoscience background who have made an outstanding contribution to the petroleum or energy industry. It can be awarded for excellence in petroleum geoscience, geo-energy and/or management of these activities. The winner will be presented with the medal at the Energy Group Annual Dinner.

- 3.2 On an annual basis the Committee is responsible for soliciting nominations for the Early Career Energy Geoscientist Award. This award is presented to recognise young talent. Nominees must be within ten years (full time equivalent) of the award of their first degree in geoscience or a cognate subject, and either have already made a significant contribution to the understanding of petroleum geoscience or geo-energy, or be an emerging talent who is making a significant impact in the field. The winner will be presented with the award at the Energy 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 or geo-energy 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 Energy 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 Energy Group Annual Dinner.
- 3.4 Current members of the Energy Group Committee or the Geological Society Council are not eligible for nomination for any Energy 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 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.
- 5.7 Liaise with the Society head of finances on Energy Group budgets

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
- 6.6 Assist the corresponding editors in finding reviewers for the manuscripts

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
- 8.3 Members of the Committee can nominate themselves for position of Vice Chair. In the event of more than one nomination, Committee will vote to select.

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
- 10.3 Convene or co-convene a conference or other event at least once during term of service.
- 10.4 There should be an active member of the Committee on the convening group of each conference to assist with event planning according to Energy Group guidelines and to provide feedback to Committee.
- 10.5 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 and Energy Geoscience
- 10.6 Ensure that appropriate nominations have been made for the EG Medal and Early Career Geoscientist Medal
- 10.7 Ensure that the possibility of making a Lifetime Achievement Award to an appropriate candidate is considered