

## **GCSSEPM OFFICER DUTIES JANUARY 2008 (minor updates Oct 2010)**

### **GCSSEPM PRESIDENT DUTIES**

#### **Executive Council:**

##### ***General Executive Council Member Responsibilities:***

1. Review all officer duties and Section Bylaws. Presidential Term is for one year, effective January 1<sup>st</sup>. The year after of election, you serve a term as president-elect.
  - Ensure all Council Members, GCAGS Convention Committee Chairman and newly elected officers get Duties List from Secretary at December Executive Council Meeting.
2. Act as presiding officer at all meetings of the Section and Executive Council.
3. Arrange printing of new stationary through Foundation Executive Director. Update addresses and phone numbers for 6 officers and 4 GCAGS Convention chairpersons.
4. As needed, assist the Vice President in appointing business representatives.
5. Make sure all Council Members, GCAGS Convention Committee Chairman, and newly elected officers get Duties List.
- 6.

##### ***Executive Council and Trustee Meetings:***

1. Arrange for a minimum of three Executive Council meetings. Select location and arrange for refreshments.
  - The first is about the time of AAPG in the spring (March - May) (The first meeting of the year may need to be re-scheduled if AAPG is scheduled after mid-April or at an inconvenient time.)
  - The second meeting is associated with GCAGS in the Fall
  - The third meeting is held immediately prior to the GCSSEPM Foundation Bob F. Perkins Research Conference in December; expenses for this meeting are paid by the Foundation.
2. Working with Secretary, review agenda and ensure distribution of agendas to all Executive Council Meetings. Utilize the Standardized Meeting Agenda for guidance on specific standing topics for each meeting. Solicit additional agenda items as needed.
3. Working with Secretary, distribute early notification of each meeting venue to Trustees, Executive Council and invited Guests. Include prior meeting minutes and preliminary agenda for current meeting.

##### ***Newsletter:***

1. Write and submit to Secretary the President's message for first page of the Newsletter, which is usually published in Spring, Summer, and Fall. Check with Secretary for deadlines.

##### ***Honorary Membership and Distinguished Service Awardees:***

1. At last Executive Council Meeting of the year, solicit nominees for Honorary Membership and Distinguished Service Awards to be presented at the GCAGS Convention in the Fall.

- Notify selected awardees and the GCAGS Vice-Chairman or Editor.
- For each awardee, you will need to ensure that a write-up (biography) is prepared (by a close friend or colleague) and a digital photograph of the awardees is available.
- Contact the GCAGS Vice-Chairman or Editor to determine the format needed for this information and the date by which the information is needed.

***Financial:***

1. Appoint a Financial Inspection Committee (October meeting) to review the Treasurer's books. The Financial Inspection Committee shall include the incoming treasurer, current President-elect and current President, at a minimum. Approval of the Treasurer's accounts must be completed before the end of the year.
2. Certain Disbursal of Section funds (checks over \$1000.00) requires co-signature of a Council member.

***Elections:***

1. Notify winning and losing candidates of section election results as soon as possible after election deadline. If election is done on-line, the web master counts ballots, informs the Foundation Executive Director and you. If ballots are sent out with the news letter, the Secretary counts the ballots and will notify you of the results. Invite the winners to attend the October and December Executive Council meetings as non-voting guests to get a head start on the workings of the GCSSEPM.

***Website:***

1. Direct the Webmaster as needed about updates, additions, or corrections on the GCSSEPM website (Duty shared with GCSSEPM Foundation Executive Director and Secretary).

***AAPG / SEPM Convention:***

1. If the AAPG/SEPM Convention is to be held in Gulf Coast (i.e., N.O., Dallas, San Antonio, or Houston), see if the Section can participate in some way as approved by the Executive Council. The GCSSEPM Foundation has a booth for use at GCSSEPM; it is currently housed by ConocoPhillips; information about this can be obtained from the Foundation Executive Director.

***GCAGS Convention (Fall):***

1. Invite National SEPM President to convention as guest of Section.
  - He/She should be prepared to speak for 5 minutes at the GCAGS Joint Opening Session on SEPM activities.
  - Invite to Luncheon (potentially as luncheon speaker)
    - Coordinate with GCAGS Vice-Chairman to ensure proper documentation in program and to determine any A-V needs.
  - Invite to Executive Council meeting to offer advice, etc. (If they accept, ensure agenda time is established.)
2. Set up the second Executive Council meeting with the help of our convention Vice-Chairman to be held in conjunction with GCAGS convention at the headquarters hotel. (Generally this is the afternoon prior to opening sessions.)
  - Ensure Meeting is added to program agenda.
  - Coordinate refreshments or meal.

3. Work with GCSSEPM Convention Vice-Chairman or GCAGS Editor in charge of GCAGS Transactions Frontal Matter to gather material needed for opening portion of the GCAGS Transactions.
  - Material includes photos of officers, photos and bio's of new Honorary Members, Distinguished Service Awardees and previous years Best Published Paper winners for GCSSEPM (Judging and Awards Chairman has paper winners), updated GCSSEPM Executive Council and Foundation Trustees List with addresses, affiliations, e-mail and phone numbers, latest publications list, current list of past officers, updated list of past Distinguished Service and Best Paper Awardees, current list of Honorary Members, updated Section By-Laws, and Presidents Report. Use most recent transactions as guide.
  - Make sure our GCSSEPM Editor gets name credit on first page of transactions and our section logo is on first page & front cover of GCAGS Transactions.
  - Make sure the GCSSEPM Annual Meeting Number listed in GCAGS Transactions is correct; our number is not the same as GCAGS. For reference, the 2010 meeting was the GCSSEPM's 58<sup>th</sup> meeting.
  - Write GCSSEPM President's Report/Message for Publication in the GCAGS Transactions and forwards this document to our Convention Vice-Chairman or Editor.
  - Contact GCSSEPM Vice Chairman or Editor for due date (usually early summer).
  - Determine format needed for digital photos and date that these are needed. Ensure photos are provided of all Executive Council Members.
4. Assist GCAGS Convention Committee Chairmen in any way possible to ensure a smooth and cooperative meeting.
5. Formally invite by mail all GCSSEPM Awardees, Convention Committee Chairmen, Officers, Trustees, and the Executive Director to the GCSSEPM Luncheon. Newest Distinguished Service and Honorary Member Awardees as well as the Luncheon Speaker are guests at Section expense. All others pay their own way to cut costs. Have them RSVP or sign up through pre-registration or on-site registration and coordinate with our Vice-Chairman as soon as you receive the registration brochure.
6. Invite all awardees (including new Honorary Members, Distinguished Service Awardees, GCAGS/GCSSEPM Grover E. Murray Best Published Paper Awardees from previous years GCAGS) by mail in same letter mentioned above to attend the GCAGS Convention Joint Opening Session to receive their respective awards or be recognized. Have them RSVP.
7. Give short (5 minutes) report at the GCAGS Convention Joint Opening Session and assist Judging and Awards Chairman in handing out GCSSEPM Awards.
8. Give brief welcome address and thank GCAGS Chairmen at GCSSEPM Luncheon and hand out gifts to GCSSEPM Chairmen, Officers, National SEPM President and Guest Speaker. Also recognize Best Paper awardees, Distinguished Service awardees, and new Honorary Members if present.
9. Assist future GCAGS Conferences chairs and the GCSSEPM President-elect in selecting GCSSEPM Chairmen as requested by GCAGS.

### **Bob F. Perkins Research conference (December)**

1. Work with the Foundation Executive Director and the current chairman of the Board of

Trustees on the conference planning.

2. Set up the third Executive Council meeting with the Executive Director. The third meeting is to be held 12:30-4 p.m. on the Sunday prior to the conference icebreaker, at the conference venue. Another meeting is held immediately following the conference to review any problems or feedback. That meeting is set up by Foundation Trustees.

3. Hand out officer duties at the December council meeting. Officially your term expires at midnight on December 31st at which time you assume the office of Past-President (with no particular duties other than as a voting member of Council and as an advisor) for one year.

4. Write thank you letters to Research Conference Program Chairmen.

## **GCSSEPM PRESIDENT-ELECT DUTIES**

### **Executive Council:**

#### ***General Executive Council Member Responsibilities:***

1. Read all officer duties, especially your own, Section Bylaws and duties of GCSSEPM Chairs for GCAGS Annual Convention. President-Elect term is for one year, effective January 1<sup>st</sup> following year of election.
2. Attend all Council meetings, usually in early spring, October (GCAGS), and December (GCSSEPM Foundation Bob F. Perkins Research Conference). Personally give or arrange for an update on current year's GCAGS convention at each meeting.
3. Serve as voting member of the Executive Council, which is responsible for all activities of the section, such as the convention, and choosing awardees, Bob F. Perkins Research Conference subjects, and chairmen for future conferences, etc.
  - At last Executive Council meeting, assist in the nomination and selection of Honorary Membership and Distinguished Service Awardees.
4. Assist the President in any way possible. Preside over any Council meeting from which the President is absent.

#### ***Officer Elections - Nominating Committee:***

1. The President-Elect is in charge of selecting the candidates for the office for the year in which they will be President.
  - Appoint chairperson for Officer Nominating Committees or serve as the Chairperson.
  - Have him/her select their own committee members to find suitable candidate(s) to run for President-Elect, Vice President and either (depending on the cycle) a Secretary or a Treasurer.
  - For each office, you can nominate either one unopposed candidates or 2 individuals to run for any or all of the offices in contention.
  - Seek council input of candidate selections.
  - Have the Chairperson contact the nominees, get acceptance. The final list of candidates should be provided to the Executive Council.
  - Secure biographical information and digital photographs (contact Secretary for format) for each candidate. Provide final data to the Secretary and the Webmaster. All of this must be completed prior to Summer (April) Newsletter publication deadline.

#### ***GCAGS Convention (Fall):***

1. You are responsible for the preparation of our annual meeting for the year in which you will be President.
  - At the Executive Council meeting held during the GCAGS Convention following notification of your election, check with the President to see if next years GCSSEPM Convention Chairmen have been selected. If you are unable to attend, contact the President in regards to this matter.
  - If chairmen are needed, select (with the assistance of someone in the appropriate city) the GCSSEPM Committee Chairmen for the GCAGS Convention to be held the year you will be President. The four positions are: Vice-Chairman (our chief representative on-site), Editor (for the GCSSEPM portion of GCAGS Transactions), Program Chairman (for technical sessions and paper selection), and Judging & Awards Chairman (GCSSEPM awards).

- Provide this information to the Executive Council, GCSSEPM Foundation Executive Director, and the GCAGS Convention General Chairman. The selections need to be made with the approval of the Executive Council. (The 4 GCSSEPM Chairmen should not be assigned by GCAGS without GCSSEPM input. These are our committee chairmen, not theirs. Provide the names to the GCSSEPM President ASAP.)
- If the GCAGS Convention Chairmen have been selected for the year you will be responsible as President, work with the committees for future conventions to assign GCSSEPM chairmen. The earlier this is accomplished, the more likely the Section will have time to select and assign the positions and get the best people possible.
- Work with the GCAGS Vice Chairman to ensure that all GCSSEPM events are properly scheduled. (See Duties for GCAGS Vice Chairman).
- Ensure that a Convention Update is available for each Executive Council Meeting. Either invite the GCAGS Vice Chairman to attend the meeting or obtain an update prior to the meeting.
- If necessary, coordinate with the Foundation the set up and return of the GCSSEPM booth. This also includes help in manning the booth during the meeting.

### **Earth Science Week**

1. If President-Elect is located in Houston, personally coordinate Earth Science Week activities with the Houston Geological Society and other participating organizations. If outside Houston, organize a committee of 3-5 Houston locals to accomplish this task. Executive Council decided in 2001 to make our participation in Earth Science Week an annual event and part of our community outreach efforts.

## **GCSSEPM VICE PRESIDENT DUTIES**

### **Executive Council:**

#### ***General Executive Council Member Responsibilities:***

1. Read all officer duties and Section Bylaws. Vice Presidential term is for two years, effective January 1<sup>st</sup> following year of election.
2. Attend all Council meetings, usually in early spring, October (GCAGS), and December (GCSSEPM Foundation Bob F. Perkins Research Conference). Give a membership report at each meeting.
3. Serve as voting member of the Executive Council, which is responsible for all activities of the section, such as the convention, and choosing awardees, Bob F. Perkins Research Conference subjects, and chairmen for future conferences, etc.
  - At last Executive Council meeting, assist in the nomination and selection of Honorary Membership and Distinguished Service Awardees.
4. Assist the President in any way possible. Preside over any Council meeting from which the President is absent.
5. Act as Employment Counseling Committee Chairman, if necessary.
6. In cooperation with the trustees and Past-President, assist in the solicitation for Picou Fellowship candidates.
7. At last Executive Council meeting, assist in the nomination and selection of Honorary Membership and Distinguished Service Awardees.

#### ***Membership Chairman:***

1. Recruit new members.
2. Assist Treasurer (if asked) in maintaining current membership list.
3. Encourage delinquent members to renew membership. Use information from membership list to send notices by e-mail, mail, or telephone. Research contact information if judged to be out-of-date.

#### ***Business Representatives:***

1. Appoint one Business Representative from each group of members residing in the areas of each local geological society affiliated with the Gulf Coast Association of Geological Societies and in other localities as needed.
2. Provide the GCSSEPM Foundation Executive Director or the GCSSEPM Webmaster with the photo and current contact information of all Business Representatives, which are to be maintained on the GCSSEPM website. Provide Secretary with name and contact information.
3. Provide each Business Representative with the current list of Section members residing in the Representative's vicinity. Request the Business Representatives to assist in contacting delinquent members about membership renewal.

4. At least eight weeks before the deadline for submitting material for publication in the GCSSEPM Newsletter, canvas the Business Representatives for information on news briefs and/or technical notes that may be contributed to the newsletter. Forward this input to the Secretary in time for publication.
5. Before each Council meeting, survey the Business Representatives for any questions, suggestions, or proposals that they might have concerning Section business and report these matters to the Council. Also, inform the Business Representatives that they are welcome to either submit a written report to the Council or make an oral report at any regular Council meeting.
6. Obtain files for Research Conference announcements from the GCSSEPM Foundation Executive Director and e-mail them to the Business Representatives, so that the Representatives may distribute the announcements, as they deem appropriate within their areas.
7. Send GCAGS-GCSSEPM Fall Convention Call for Papers to representatives for distribution.



## **GCSSEPM TREASURER DUTIES**

### **Executive Council:**

#### ***General Executive Council Member Responsibilities:***

1. Read all officer duties and Section Bylaws. Treasurer term is for two years, effective January 1<sup>st</sup> following year of election.
2. Attend all Council meetings, usually in early spring, October (GCAGS), and December (GCSSEPM Foundation Bob F. Perkins Research Conference). Give a treasurer's report at each meeting.
3. Serve as voting member of the Executive Council, which is responsible for all activities of the section, such as the convention, and choosing awardees, Bob F. Perkins Research Conference subjects, and chairmen for future conferences, etc.
  - At last Executive Council meeting, assist in the nomination and selection of Honorary Membership and Distinguished Service Awardees.
4. Assist other members of the council as the need arises.

### ***Financial:***

1. Send in signature cards and new resolution forms for current bank as soon as you receive them from the previous Treasurer. This should occur after the December meeting prior to the beginning of your term if possible.
2. Become informed as to the financial commitments made on behalf of the Section by the current and former council members, so as to track expenditures and fluctuations.
3. Responsible for keeping a log of receipts and disbursements. The log must be submitted as a final report to the membership at the end of each year.
  - Disbursal of a sum in excess of One Thousand Dollars (\$1000.00) must be approved by a majority of the Executive Council (and may be approved by Email). Write checks as necessary to pay for GCSSEPM business.
  - Make all deposits into the checking account (dues, etc.). Balance the account. The Foundation Executive Director receives the dues and then sends the checks to you.
4. Fill out an annual Texas Corporation Franchise Tax Report (due March 15th) that pertains to Texas assets yearly.
5. Near the end of the second year of your term request new signature card forms from the bank. Fill them out at the December Executive Council Meeting.
6. Submit provisional treasurer's report at the December Council Meeting each year for review by Financial Inspection Committee. This committee is usually comprised of incoming Treasurer, current President, and current President-elect and is appointed by the current President. Final financial inspection is to be completed no later than 30 days after submittal. A financial inspection is required prior to the year-end final report.
7. Keep copies of year-end reports for (for archival purposes).

8. Keep and maintain all official documentation regarding the GCSSEPM. A copy is to be provided to the Foundation Director. All documentation is to be given to the incoming Treasurer at the end of your term.

***Membership:***

- The updated membership list is now online; contact webmaster for instructions in maintaining the data base along with the Foundation Executive Director. Update names addresses and contact information as needed.
- Maintain List of Honorary Members and Lifetime Members; inform webmaster as new people are added to the list; coordinate with Foundation Executive Director.
- Include both the Date of First Membership and Expiration date of current membership.

***Newsletter:***

1. Provide a list of current, new, and lost members and addresses to the Secretary immediately prior to the publication of each newsletter.

## **GCSSEPM SECRETARY DUTIES**

### **Executive Council:**

#### ***General Executive Council Member Responsibilities:***

1. Read all officer duties and Section Bylaws. Secretary term is for two years, effective January 1<sup>st</sup> following year of election.
2. Attend all Council meetings, usually in early spring, October (GCAGS), and December (GCSSEPM Foundation Bob F. Perkins Research Conference).
  - Record the Minutes at all meetings.
    - Minutes should be sent, for review, to Executive Council, Trustees, and Foundation Director in a timely manner.
    - A paper and digital record of all minutes, officer reports, and attachments should be maintained in a permanent archive.
  - Working with President and Executive Director, ensure that an agenda for each meeting is prepared and distributed for all Executive Council Meetings. Utilize the Standardized Meeting Agenda for guidance on specific standing topics for each meeting.
    - Working with President and Executive Director, distribute early notification of each meeting venue to Trustees, Executive Council and invited Guests. Include prior meeting minutes and preliminary agenda for current meeting.
3. Retain a digital copy of the Bylaws for future reference.
4. Serve as voting member of the Executive Council, which is responsible for all activities of the section, such as the convention, and choosing awardees, Bob F. Perkins Research Conference subjects, and chairmen for future conferences, etc.
  - At last Executive Council meeting, assist in the nomination and selection of Honorary Membership and Distinguished Service Awardees.
5. Responsible for counting the election ballots if the election is handled by paper ballot in association with the summer News Letter.
  - These should be received before September 1st.
  - Report the counts to the President and notify the President-Elect of the results.
  - If you are a candidate, then the ballots should be collected and counted by another officer.
6. Solicit Website updates from Trustees and Executive Council Members three times a year coincident with soliciting Newsletter Material. Supply changes to Foundation Director or contact webmaster directly.
7. Assist other members of the council as the need arises.

#### ***Newsletter:***

1. Accountable for preparing and editing of the Newsletter. The newsletter is published three times yearly: spring, summer, and fall. The following actions are included:
  - Accountable for soliciting the following items:
    - President's Column (Current President)
    - Director's Chair (Executive Director)
    - Various Announcements (Solicit from Council and Trustees)

- -Research Notes
- New Members (obtain list from the Treasurer)
- Lost Members (obtain list from the Treasurer)
- News from the Business Representatives (obtain from Vice President)
- Who's Who for Spring Newsletter
- **Each Newsletter** includes the following items:
  - President's Column
  - The Director's Chair
  - The newsletter logo on the front page
  - Highlights column (located down the side of the front page)
  - Membership form (located on the back page)
  - Professional News Briefs
  - Research Notes (Ed Picou Scholarships Proposals/ Research Results)
  - List of new members and lost members
  - Any announcements such as publication updates, office appointments, workshop or course announcements, upcoming meeting announcements (AAPG, GCAGS/GCSSEPM), etc.
- **Spring Edition** (begin soliciting news in mid-December):
  - Best published paper awardees announced from GCAGS/GCSSEPM Convention
  - First announcement of the December Research conference (half page)
  - Reminder that dues are due April 1<sup>st</sup>
  - First call for papers flyer for the following years research conference (obtain from Conference Chair or Trustee)
  - Thank you to Foundation Research Conference Contributors/Sponsors
  - Updated Who's Who
  - Usually has a Research Conference Report of the just completed conference that is a recap/commentary written by one the co-chairs, normally the Program Chairman
- **Summer Edition** (begin soliciting news in mid-March):
  - Election ballot insert with nominees and biographies for next year's election. (Pictures need to be sent to webmaster)
  - Second call for papers flyer for the following year research conference (obtain from Conference Chair)
  - Distinguished Service Awards and Honorary Memberships announced
  - List of speakers and titles for the upcoming research conference (obtain from Conference Chair)
  - Conference and hotel registration forms (obtain from Executive Director).
- **Fall Edition** (begin soliciting news in mid-July):
  - Announce officers elected for the upcoming year
  - Announce Ed Picou Scholarships Awardees
  - GCAGS/GCSSEPM meeting announcement in a small box.
  - Final call for papers flyer for next year's research conference.
  - Includes meeting announcement and registration form for upcoming research conference
- Work with publisher to ensure prompt publication of the newsletter.
  - Provide publisher with updated membership list for mailing
  - Allow 6 weeks between approving the final proof and mailing
- Publication Schedule
  - Spring Edition:**
    - Obtain all Submissions by January 31<sup>st</sup>
    - Return Final Proof to Publisher by mid-February
    - Newsletter mailed by end of March
  - Summer Edition:**
    - Obtain all Submissions by April 30<sup>th</sup>
    - Return Final Proof to Publisher by mid-May

Newsletter mailed by end of June

**Fall Edition:**

Obtain all Submissions by August 31<sup>st</sup>

Return Final Proof to Publisher by mid-September

Newsletter mailed by end of October

- Send pdf of each approved newsletter to Gail Bergan for immediate publication on website.
- Retain a digital and paper file of Newsletters for future reference.

## **GCSSEPM PAST PRESIDENT DUTIES**

### **Executive Council:**

#### ***General Executive Council Member Responsibilities:***

1. Read all officer duties and Section Bylaws. Past Presidential term is for one year, effective January 1<sup>st</sup> following year of serving as President.
2. Attend all Council meetings, usually in early spring, October (GCAGS), and December (GCSSEPM Foundation Bob F. Perkins Research Conference). Give a membership report at each meeting.
3. Serve as voting member of the Executive Council, which is responsible for all activities of the section, such as the convention, and choosing awardees, Bob F. Perkins Research Conference subjects, and chairmen for future conferences, etc.
  - At last Executive Council meeting, assist in the nomination and selection of Honorary Membership and Distinguished Service Awardees.
4. Advise the Section President on Presidential duties and Section traditions involving the October (GCAGS) meeting.
5. Review applications and proposals from students for the Foundation's Ed Picou Graduate Fellowship Award program, working with and submitting recommendations to the Executive Director.
6. In cooperation with the trustees and Past-President, assist in the solicitation for Picou Fellowship candidates.
7. In the event that neither the President nor Vice President is available to serve as presiding officer of the Section, the immediate Past President shall assume the President's duties.

#### ***Student Representatives:***

8. Assist the Council in selecting Student Representatives from various colleges and Universities in the Gulf Coast region and from other schools with an interest in Gulf Coast geology.

## **GCSSEPM REGIONAL REPRESENTATIVE DUTIES**

According to the Bylaws of the Gulf Coast Section of SEPM, the "Vice President shall appoint one regional representative from each group of members in each local geological society affiliated with the Gulf Coast Association of Geological Societies and in other localities as needed."

### ***Duties:***

1. Collect information on personal news briefs from members within your area (new industry or academic positions, projects, grants, etc.) or other news that might be of interest to the GCSSEPM membership. Submit the news to the Vice President and Secretary for publication in the GCSSEPM Newsletter.
2. Assist the Vice-President to solicit "Research Notes" on topics appropriate for publication in the GCSSEPM Newsletter. These notes can include reports of concluded projects, as well as progress reports or descriptions of new studies, projects, or programs.
3. Review the list of GCSSEPM members residing in your area from the Vice President and assist the Vice President in maintaining up-to-date contact information for current and lapsed members.
4. Assist the Vice President in recruiting new members from your area mainly by providing information to potential new members and those who might be interested in attending GCSSEPM-sponsored conferences.
5. Notify the members in your area of any matters of Section policy relayed to you by the President. If needed, convene a meeting of the area members to determine their views on such Section matters and report the results of such a meeting to the President.
6. Report any other questions, suggestions, or proposals generated by you or members in your area to the Vice President, who will present these items to the Council, including "state-of-the art" topics for GCSSEPM annual research conferences. You are also welcome to submit a written report to the Council or make an oral report at any regular Council meeting.
7. Act as a point-of-contact when the GCAGS-GCSSEPM Annual Convention is held in your area and assist the Convention Vice Chairman for GCSSEPM as needed for Convention committee work.

## **GCSSEPM CORPORATE REPRESENTATIVE DUTIES**

According to the Bylaws of the Gulf Coast Section of SEPM, the "Vice President shall appoint one Corporate representative from each group of members in companies with an interest in the Section's activities in the Gulf Coast region."

### ***Duties:***

1. Collect information on personal news briefs from members within your company or academic institutions (e.g. new positions, grants, campus recruitment efforts etc.) or other news that might be of interest to the GCSSEPM membership. Submit the news to the Vice President and Secretary for publication in the GCSSEPM Newsletter.
2. Assist the Vice-President to solicit "Research Notes" on topics appropriate for publication in the GCSSEPM Newsletter. These notes can include reports of concluded projects, as well as progress reports or descriptions of new studies, projects, or programs.
3. Post (electronically or physically) notifications of upcoming GCSSEPM Research conferences and periodical newsletters around your company, act as Single Point of Contact for questions/feedback on these conferences.
4. Review the list of GCSSEPM members in your company from the Vice President and assist the Vice President in maintaining up-to-date contact information for current or lapsed members.
5. Assist the Vice President in recruiting new members from your company, mainly by providing information to potential new members, or to those interested in attending GCSSEPM-sponsored conferences.
6. Notify the members in your company of any matters of Section policy relayed to you by the President.
7. Report any other questions, suggestions, or proposals generated by you or members in your area to the Vice President, who will present these items to the Council, including "state-of-the art" topics for GCSSEPM annual research conferences. You are also welcome to submit a written report to the Council or make an oral report at any regular Council meeting..



## **GCSSEPM STUDENT REPRESENTATIVE DUTIES**

According to the Bylaws of the Gulf Coast Section of SEPM, the “Vice President shall appoint one representative from identified companies with interested membership in GCSSEPM to serve as a liaison and champion for collaboration between GCSSEPM and that company.”

### ***Duties:***

1. Provide a communications link between GCSSEPM and their respective schools
2. Encourage students from their respective schools to apply for the grants and fellowships provided by GCSSEPM
3. Make students from their respective schools aware of the many research conferences and training opportunities available to students through GCSSEPM
4. Provide updates on activity from their respective schools to the tri-annual GCSSEPM Newsletter.

### **GCSSEPM VICE-CHAIRMAN (FOR THE GCAGS CONVENTION) DUTIES:**

1. Check the registration announcement and pocket program to ensure all activities of GCSSEPM are included (GCSSEPM Luncheon, GCSSEPM Executive Council Meeting, GCSSEPM sponsored Short Courses, sign up for GCSSEPM luncheon on registration form, etc.) and correctly listed.
2. Coordinate with GCSSEPM President and Judging & Awards Chairman the gathering and checking of all information regarding GCSSEPM for the front part of the GCAGS *Transactions*. This includes award winners (Distinguished Service Award, New Honorary Members, Grover E. Murray Best Published Paper Awards) bios and photos, officers photos, GCSSEPM President Report, Past Best Paper Award Winners List, Past Officers List, Past Distinguished Service Awardees List, List of Honorary Members, Updated Bylaws, Current GCSSEPM Foundation Publications List, names with addresses, phone numbers, e-mail address, and affiliations of GCSSEPM Executive Council (6 officers, 3 Foundation Trustees and Executive Director). Use previous years GCAGS *Transactions* as a guide and contact current GCSSEPM Executive Council for updated information.
3. Ensure that the GCSSEPM Section Logo is provided and printed on the cover and first page of the GCAGS *Transactions* and in the GCAGS Convention announcement brochure and any other GCAGS info. **Make sure the GCSSEPM Annual Meeting Number listed in GCAGS *Transactions* is correct; our number is not the same as GCAGS. For reference, the 2010 meeting was the GCSSEPM's 58<sup>th</sup> meeting.**
4. Ensure that the GCSSEPM Editor is listed (credited) on the front page of the GCAGS *Transactions*.
5. Provide sign up information for a GCAGS exhibit booth to Norm Rosen, Executive Director GCSSEPM Foundation. He will then designate the GCSSEPM Vice President (or an alternative) as the official contact since the VP is usually our booth chairman for the GCAGS Convention.
6. Accountable for arranging the GCSSEPM Executive Council Meeting to be held at the convention. Coordinate with the GCSSEPM President (who will be serving at the time of the convention) before scheduling this event. Typically the GCSSEPM Executive Council Meeting is scheduled for the first day of the convention (from noon until 4:00 pm) at either the headquarters hotel or the convention site. Lunch is typically ordered for the meeting and is scheduled through the GCAGS Arrangements Chairman. The GCSSEPM Treasurer pays for this food at meeting.
7. Accountable for arranging the GCSSEPM Convention Luncheon (with help from GCAGS Arrangements Chairman). Coordinate with the GCSSEPM President (who will be serving at the time of the convention) before scheduling this event. Typically the GCSSEPM luncheon is scheduled for the last day on the convention at 11:30 a.m. Coordinate with GCSSEPM President in order to secure a guest speaker. (This could be the National SEPM President who usually attends.) Secure audio-visual equipment as needed by speaker from GCAGS A-V Committee Chairman. Complimentary Luncheon tickets are provided to only New Distinguished Service Awardee(s), Honorary Member(s) and the Luncheon Speaker. ALL others pay for their own lunches. Secure title of talk & bio of speaker and have this info (along with time, place, cost, etc.) placed in registration GCAGS Convention Announcement.
8. Ensure GCSSEPM custom convention ribbons and list of recipients are sent by Judging and Awards Chairman to GCAGS Registration Chairman or General Chairman to be put in appropriate packets. Call Mike Nault at 713-868-7444 for the supply of ribbons.

9. Ensure GCSSEPM Officers, Foundation Trustees, Executive Director, Awardees and Convention Committee Chairman for GCSSEPM are invited to the GCAGS President's Reception if one is held.
10. Ensure adequate time is allocated to GCSSEPM at the Joint Opening Session of the GCAGS Convention for the GCSSEPM Presidents Report, all GCSSEPM Awards presentations, and National SEPM Presidents remarks. Coordinate with GCAGS General Chairman and the GCSSEPM President and Judging and Awards Chairman.
11. Ensure that there are signs to announce the GCSSEPM Convention Luncheon.
12. Secure free hotel rooms for our current GCSSEPM President and the National SEPM President from the GCAGS Housing Chairman if complimentary rooms are available.
13. Coordinate billing of GCSSEPM Luncheon with the GCAGS Treasurer and the GCSSEPM Treasurer. Have luncheon price set to appropriate level to cover all cost. Of course, if GCAGS does not insist we pay for any overages, GCSSEPM will not argue. Choose luncheon menu.
14. Above all keep reminding the GCAGS people that we are part of this convention too. Don't let the GCSSEPM get lost in the shuffle. This can and has happened a few times in the past. The GCSSEPM Vice Chairman is the chief representative of the GCSSEPM at the GCAGS organizational committee meetings. Keep up the generally good relations we have enjoyed since 1953 with GCAGS. We only want to help, not hinder. If you cannot attend any of these meetings, have the GCSSEPM Editor represent our interests. Keep in contact with the GCSSEPM President.
15. Attend the GCSSEPM Executive Council Meeting held at the GCAGS Convention at give a brief report on your activities with recommendations for the future. Keep GCSSEPM President updated on Convention progress as requested.
16. Ensure all GCSSEPM Committee Chairman are on master GCAGS Committee Chairman list that is printed in the GCAGS Transactions.
17. Ensure all GCSSEPM Committee Chairman are keeping up with their respective duties.
18. Ensure our correct GCSSEPM Annual Meeting number is correct on the first page of the GCAGS *Transactions*. For reference, the 2000 GCAGS Convention was the 47<sup>th</sup> Meeting of GCSSEPM. The meeting number has been printed incorrectly in the 1996 and 1998 GCAGS *Transactions*
19. Ensure any publicity fliers (for GCSSEPM Foundation Research Conferences, etc.) printed and placed in registration packets of all convention delegates. Obtain master copy of flier from GCSSEPM Foundation Executive Director. Coordinate with GCAGS General Chairman & Registration Chairman.

### **GCSSEPM EDITOR (FOR THE GCAGS CONVENTION) DUTIES**

1. Work with the Program Chairman to help set up themes for each Oral & Poster Sessions.
2. Work with Program Chairman to review abstracts for acceptance or rejection.
3. Ensure that the Program Chairman has guidelines (see 1991 GCAGS Transactions, p. xlix – li) and deadline dates for inclusion with abstract acceptance letter.
4. Edit all papers (split papers with GCAGS Editor) with help from your appointed Associate Editors.
5. Ensure all information on GCSSEPM usually printed in the GCAGS Transactions (CD & Paper versions) is included in latest Transactions. Coordinate with GCSSEPM Vice-Chairman.
6. Review galley proof of the early introductory sections(GCSSEPM related) of the GCAGS Transactions (provided by GCSSEPM Vice Chairman) to correct mistakes and omissions. Coordinate with GCSSEPM Trustees and Executive Council. Ensure that the GCSSEPM Logo appears on the front cover, binding, pocket program.
7. Work with and cooperate fully with GCAGS Editor.
8. Edit abstracts of accepted authors for submittal to AAPG for printing in AAPG Bulletin and GCAGS Pocket Program.
9. There are no more separate GCAGS or GCSSEPM sessions. Sessions are titled by subject matter only.
10. Work with Program Chairman for GCSSEPM to run speakers breakfast and in distribution of reprints.
11. Along with GCAGS Editor, chose Grover E. Murray Best Published Paper for the entire GCAGS Transactions (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Place) and send the list of winners to GCSSEPM Judging & Awards Chairman. Please do this ASAP after or before GCAGS Convention.
12. See Judging Criteria List for instructions (suggestions) on choosing Best Published Paper winners.

## **GCSSEPM PROGRAM CHAIRMAN (FOR THE GCAGS CONVENTION) DUTIES**

1. Work with GCAGS counterpart to set up themes for oral and poster/core sessions. (Sessions are set up by subject matter only. There are no more designated GCSSEPM or GCAGS Sessions. This was started in 1999 in Lafayette.)
2. Review, pick and reject abstract submittals with GCAGS Program Chairman.
3. Assign day, time, and session for each chosen paper/poster.
4. Notify authors of acceptance or rejection.
5. Notify authors (for poster or oral presentation) that were accepted that they should submit a full paper or at least an extended abstract with figures by the deadline.
6. Secure from editor the paper guidelines and deadlines and include in acceptance letter.
7. Coordinate and run with GCAGS, the Speaker's Breakfast on the first morning (Thursday) of the GCAGS Convention.
8. Ensure that the program with session themes, paper title and time with authors name is printed in the announcement/registration brochure and pocket program.
9. Abstracts are printed in AAPG Bulletin and (most of the time) in the convention pocket program.
10. Handle distribution of reprints to senior author at speaker's breakfast (if printed at all now that GCAGS Transactions are on CD).
11. Ensure that the Convention Mementos are given to at least the senior author, and preferably to all authors if the convention can afford it.
12. Secure (with help from GCAGS Program Chairman) two moderator/chairmen for each session. Put their names in pocket program also. Invite them to the Speakers breakfast.
13. Notify speakers by mail of time, day and location of their talk and location of speaker's prep room at the convention.
14. Ensure that the speaker is properly noted in pocket brochure if it someone other than the senior author.
15. Assist the Editor in any way you can.

### **GCSSEPM JUDGING & AWARDS CHAIRMAN (FOR THE GCAGS CONVENTION) DUTIES:**

1. Coordinate with GCAGS & GCSSEPM Editor and Associate Editors for them to pick the First, Second and Third Place Grover E. Murray Best Published Paper Award (BPP) winners for all full technical papers published in the GCAGS Transactions. Other Awards (Philpott & Atwater) are chosen by GCAGS Judging Committee.
2. Notify the BPP winners, once you receive them from the Editors, after the convention and have them send two black and white photographs (.jpg digital or paper) and a short bio/vita (digital or paper) of themselves for publication in the next *GCAGS Transactions*. Ask them to get this material to you as soon as possible. Send reminder letters if not received by March 1. Tell them their award plaque (senior author) or certificates (junior authors) will be presented at the GCAGS / GCSSEPM Joint Opening Session at next years GCAGS Convention.
3. Forward photographs and bio/vita (digital or paper) to the next *GCAGS Transactions* Front Material Editor or next GCSSEPM Vice-Chairman for inclusion in *GCAGS Transactions*.
4. Notify the following of the BPP winners names, award, their paper title and authors affiliation: GCSSEPM President, President-Elect and Secretary; GCAGS General Chairman; GCAGS President; GCAGS Judging Chairman; GCSSEPM Vice-Chairman for this and next years convention; Next years GCSSEPM Judging & Awards Chairman, AAPG Awards Coordinator; AAPG Explorer; Standing GCAGS Awards Chairman; GCAGS Executive Secretary.
5. Find out from GCSSEPM Executive Council, after their first Council meeting, the names of new Honorary Member and Distinguished Service Awardee(s), if any. Make sure that when the GCSSEPM Section President notifies these individuals of their awards, he/she asks them to get a good friend to write a short history/bio/vita of them. This material, along with 2 black & white photos of awardees, should be sent to either GCSSEPM Judging & Awards Chairman or GCSSEPM Vice Chairman for publication in *GCAGS Transactions*.
6. Order plaques, clocks and Section paperweights from George Alan Co. at 603 West 11th St., Houston, Texas 77008. The phone number is 713-868-2120 or 861-1024. Ask for Annetta Hendrickson. This company has the die to make the bronze logos used on our plaques and paperweights. They also have the die for making the silver Section lapel pins & they make our GCSSEPM ribbons. Contact Mike Nault by June 1<sup>st</sup> @ 713-868-7444 for details on what is needed and he will order this material if you wish him to do so.
7. The Convention Committee Chairman for GCSSEPM get Clocks in marble base presented at the GCSSEPM Convention Luncheon at the GCAGS Convention. The President and Vice President get plaques with bronze Section logo at the top. The Section Secretary and Treasurer, due to their two year terms, get their plaque inscribed for both years and receive them during their first year only. The second year they get a paperweight and silver lapel pin.
8. Grover E. Murray Best Published Paper Award Plaques are made by GCAGS Executive Secretary.
9. A clock with marble base (like those made for GCAGS Convention Committee Chairmen) is also presented to the GCSSEPM Luncheon Speaker (usually National SEPM President).
10. Honorary Membership Plaque and Distinguished Service Award can be similar to above

but should be special. Ask Mike Nault for details on past precedent.

11. Assist GCSSEPM President in awards presentation at the joint opening session of the GCAGS Convention for best papers, Honorary Membership, and Distinguished Service Awards. Make sure ahead of time that enough time is allocated by the GCAGS General Chairman to present all awards. Ask for assistance from GCSSEPM Vice-Chairman on this. For Best Paper Awards you should read authors name and affiliation with paper title only for each of the 1st, 2nd & 3rd place awards in reverse order. For the Distinguished Service Awardees and new Honorary Members read a very brief bio on each. The GCSSEPM President physically presents the award plaques to winners and shakes their hands while you read HM & DSA citation/bio and BPP award author, affiliation & title.
12. Assist GCSSEPM President in handing out all other awards to officers and Convention Committee Chairman at the GCSSEPM Convention Luncheon on Friday.
13. Make sure all appropriate convention ribbons are sent to the GCAGS Registration Chairman or GCAGS General Chairman along with a list of who gets what so that the ribbons can be put in the appropriate registration packets. There are ribbons for: officers, officer elects, Foundation Trustees and Executive Director, session moderators, Convention Committee Chairman, Newest Honorary Members, and all other Awardees. Mike Nault has these (ph.713-868-7444). Have all unused ribbons placed in your registration packet because not all of those on your list will make it to the GCAGS Convention. When ribbon supply gets low, Mike Nault will order replacements.
14. All costs for plaques and paperweights, etc. for presentation at the GCAGS Convention are paid for by GCAGS. Send the bill to the GCAGS Treasurer for reimbursement. He/she will send you a check (or it may come via AAPG if they coordinate the convention) to reimburse you if you have already paid for the awards out of your own pocket. George Alan Co. in Houston wants to be paid on the spot when the material is picked up. The average amount spent each year is approximately \$1000. Have this amount budgeted through GCAGS early on in the planning process.