

CSEG Board of Directors Responsibilities

President/Vice President

The President shall preside at meetings of the Society and of the Executive Committee and Council. He shall appoint such Committees as are required for the purposes of the Society, and shall delegate members to represent the Society. Jointly with the Director of Communications, the President shall sign all written contracts and other obligations of the Society. The President may delegate in writing such authority, as is required, to other Officers. In the temporary absence of other Officers the President shall assume their duties or delegate them.

The Vice President shall assist the President in his duties and shall assume the office of President in case of a vacancy in that office, and shall assume the duties of President for such period or periods as that Officer for any reason may be unable to perform his official duties. The Vice President succeeds the President after the end of a term as Vice President.

The President (along with the Vice President and Past President) ensures strategic alliance with all sub-committees, directors and the CSEG Foundation. The President chairs the monthly Executive meeting held 11:30-1pm in the latter part of the month (April-June, September-March). They, along with other Executive members, submit an Executive report by email prior to the meeting covering all activities of the past month and upcoming events, noting any points for discussion or requiring a motion. Only the highlights requiring input from the Executive are discussed at the meeting.

The President and the Vice President facilitate the discussion of any changes to the by-laws with the Executive committee and CSEG staff to achieve consensus before putting it before the membership for a vote. The CSEG President and Vice President liaise with the SEG, EAGE and other associated societies for the continuation and evolution of a mutually beneficial professional organization relationship. The President also provides CSEG updates to the Chief Geophysicists Forum (CGF) at their quarterly meetings and encourages participation from the CGF for any CSEG initiatives.

The President acts as host and Master of Ceremonies at the monthly technical luncheon. They will be invited to represent the CSEG at associated society events, AGMs and occasional luncheons and will assign an alternate if they are unable to attend. The President, along with other Executive, are encouraged to attend CSEG events and some of these may fall outside regular business hours. They write a monthly President's Message for the RECORDER with a deadline 6 weeks ahead of publication. The President is responsible for the Annual Report including the President's Report and solicitation of material from the Executive and sub-committees.

The role often takes 5-10 hours per week, although this can be higher during key times of year such as during the GeoConvention, while preparing for the AGM, or when a specific issue arises within the CSEG. The President should be passionate about leading the CSEG, be able to work collaboratively with the Executive, staff and membership, be comfortable in social settings and with public speaking.

The first year on the committee is spent as Vice President predominantly assisting the President and assuming the duties while the President is not available. The Vice President has some specific duties that

are determined in collaboration with President and Past President to ensure continuity throughout the three year term (liaison to the CSEG Foundation, Canadian Federation of Earth Sciences, Value of Integrated Geophysics). The time commitment during this year will vary depending upon the Vice President's prior experience with the Executive and CSEG in general but can be up to 10 hours per week.

A third year on the Executive is spent as Past President, acting in an advisory role but with specific responsibilities including liaison with committees, leading the Executive committees on CSEG staff (PP, P, VP), elections and CSEG awards. This year on the Executive will still require substantial time commitment but likely be a lessened workload from that of the first two years, and concentrated around the CSEG awards, elections and staff reviews. Additionally the ten most recent Past Presidents form the President's Advisory Council that can be called on by the President for general advice. For the Past Presidents, a scheduled half day in December and 2-3 additional three hour meetings per year are the general commitment.

Although the responsibilities and time commitment may seem burdensome, the ability to help shape the direction of the CSEG and to closely inter with the membership, volunteers and associated societies make this an extremely rewarding position. Please speak with any of the current or past Presidents as they are all open to discussing the challenges and rewards of the position.

Directors of Educational Services

The Director of Educational Services shall be responsible for arranging the technical and the continuing education programs of the Society including the technical luncheons and the Continuing

The Director of Educational Services is responsible for choosing technical luncheon speakers and topics, what courses are available through the associated organizations (CSEG, SEG, EAGE and SPE), input into the Doodletrain, Symposium, MUG, and Lunchbox series, and helps direct the society at the executive level. This involves working closely with the volunteer members and committee chairs of the associated organizations in addition to the dedicated CSEG staff. The time commitment from September-June can be quite busy with technical luncheons, courses, and monthly MUG and Lunchbox talks occurring throughout the fall and spring. Overall, there are several events per month in this time period that require attendance or personal attention.

There is also significant overlap with other Directors, due to collaborative efforts with The RECORDER and Website (Communications), Emerging Professionals (Member Services), CGF, CAPP and CAGC (President). Collaboration with other societies is also becoming more common place with joint speakers (e.g. SEG DL and HL), teachers (e.g. EAGE EET9), workshops (e.g. CSEG-EAGE Land Seismic Workshop) most commonly including SEG, EAGE, GSH and SPE.

This position allows maximum contact and exposure with members and invited speakers and teachers. As a result, the Director of Education gets to learn alongside the membership as these events take place. It is a very demanding position, but also extremely fulfilling and gratifying.

Directors of Communications

The Director of Communications shall maintain a complete list of the membership of the Society; ensure that the minutes of all meetings of the Society and Executive Committee are kept; ensure the mailing and posting via the Website of advance notices of meetings to all members; notify the members by mail of proposed amendments to the Bylaws; shall transact any other business ordered by the Executive Committee. The Director of Communications shall have custody of the seal and shall be responsible for its safekeeping; and shall see that the

seal is affixed to all documents requiring the seal of the Society. The Director of Communications shall also be responsible for regular and timely dissemination of information to the membership i.e. RECORDER, website.

The Director of Communications provides input and assistance, as required, to ensure the RECORDER magazine is published each month in a timely fashion, while maintaining high quality technical content. They listen to and address concerns from the editor, assistant editors, authors, columnists and our print master Bonnie Luft (The Printman) to ensure everyone works together closely and efficiently.

The same oversight is provided to the Digital Media Committee (DMC) and our website designer Jeremy Sherry. The DMC maintains and moderates the LinkedIn page, and manages content on the CSEG website and in social media. New initiatives are often introduced which require support from the Executive. It is the director's responsibility to report to the Executive on these new initiatives and obtain funding and approval if needed. Jeremy Sherry (Enter the Mind) is

responsible for all the behind-the-scenes maintenance that keeps the society webpage current. Any website updates must be approved and forwarded to Jeremy in a timely fashion. Jeremy also maintains the CSEG Twitter feed: #csegonline and oversees the RECORDER digitization project. Regular communication with Jeremy is required to ensure projects are progressing on time, and on budget. The Canadian Journal of Exploration Geophysics also falls under the communication director's responsibility. Larry Lines and Satinder Chopra do a fantastic job of handling this and require minimal input from the communications director.

Another facet under their purview, is to ensure the CSEG logo and design templates are being utilized as per design standards. To maintain consistent branding across the society, it is important to address any questions or concerns regarding the logo and its implementation. Note: all design work, templates and branding guidelines are kept on disc at the CSEG office and should be reviewed by incoming communication directors.

Occasionally, requests from committees and members will require guidance from the Director of Communications. They may involve digital media, drafting policies and procedures, or coordinating online solutions – such as Formstack for outreach funding. Liaising with these parties, a goal is to define the project scope, expectations, and acquire further support or funding as necessary.

Attributes and qualities which would be valuable for incoming communications directors to possess include: creative and out of the box thinking for solving current issues at-hand, strong leadership and interpersonal skills, a vision for how the CSEG should be represented,

which includes our online and print media. Hours required can vary depending on the nature of the projects and initiatives at hand, varying between 2 and 8 hours per week.

Directors of Finance

The Director of Finance shall collect all dues and other money receivable and shall make disbursements authorised by the Executive Committee. The Director of Finance shall report upon the condition of the Treasury at the Annual Meeting and at other times upon request of the Executive Committee. The Director of Finance shall, with the approval of the Executive Committee, appoint an auditor or auditors who shall audit the books of the Society and its committees. The Auditor's Report shall cover the financial year of the Society, hereby defined as January 1st to December 31st, and shall be delivered to the Executive Committee before January 31st following the end of the financial year. The Director of Finance shall be responsible for updates to the existing budget, and prepare a budget for the ensuing year. It shall be presented to the Executive Committee by December 31st of the current year.

The Director of Finance (DOF) is responsible for creating the budgets needed to run the CSEG. During the course of the year the director would monitor the budget vs actuals income and expenses and report their findings and recommendations to the CSEG Executive.

The DOF works closely with the CSEG accountant (Associations Plus at this time), the Assistant Director and the Managing Director.

Directors of Member Services

The Director of Member Services shall be accountable for promoting individual and corporate memberships, conducting the annual membership and corporate membership drive, all social/recreational committees of the CSEG. The Director of Member Services shall also be responsible for organising an annual Volunteer Appreciation Event and shall perform duties as directed by the Executive Committee.

The CSEG Member Services branch is accountable for promoting and overseeing social events for all CSEG members. These events are run by dedicated chairs who delegate tasks to teams of volunteers, with only minor direction from the CSEG Executive. The social committees which report to Member Services are the Doodlespiel, Ski Spree, T-Wave, Doodlebug, Women in Seismic, CSEG/CSPG/CAPL Fun Run and the Junior Geophysicists Forum (JGF). Member Services acts as the liaison between the social committees and the CSEG providing event sponsorship aid, various advertising opportunities and any additional support. Various initiatives have been formed to highlight the efforts of our volunteers which include; the annual CSEG volunteer appreciation event, monthly spotlight articles in the RECORDER highlighting CSEG volunteer committees and recognition of committees at monthly technical luncheons. The role involves a two year time commitment; year one Assistant and year two Director. As a Director you are responsible for two RECORDER articles. One article is to be

written in the spring and the other in the fall. On average this role involves about two-three hours/week of volunteer time with the first few months of the year being the most demanding in preparation for the CSEG Volunteer Appreciation Event.

Recently, Member Services has taken on the administration of the newly formed Emerging Professional Program (EPP). The EPP aims to encourage and promote the development of young professionals

knowledge, skills and attributes within the CSEG through a variety of educational, networking, and employability skills in hopes of helping develop tomorrow's geoscientists today. Our focus is on young professionals but this program is open to any CSEG member, which is especially important in the current challenged economic environment. This will be accomplished through events and support opportunities including: helping young professionals with a variety of hard and soft skills, networking, collaborating with existing CSEG committees and working with our sister societies. We are excited to assist this program and give our young CSEG professionals more development opportunities. Please feel free to contact member services for any additional information on the EPP.