



# Central AR

## **Opportunity to be founding officers / Board of Directors of**

### **Central Arkansas Study Group of SPE Arkansas Section.**

**Society of Petroleum Engineers is forming a new Study Group for Central Arkansas!**

**The goal of this new Study Group is to create an educational and networking group for petroleum industry professionals for Conway, Searcy, Beebe, and the surrounding area.**

**Activities such as monthly luncheons with a speaker, social networking events (happy hour, sporting/outdoor events and tournaments)**

Basic summary of specific officer responsibilities:

- The Chairperson shall preside at all meetings of the section and the section board of directors. He/she shall appoint all committees and perform all other duties that pertain to the direction of the section.
- The Program Chairperson shall be responsible for the arrangement of programs, entertainment, and incidental details relating to meetings and events. In the absence of the chairperson, he/she shall serve as chairperson.
- The Membership Chairperson shall be responsible for membership activities. This officer will also maintain the listing of members and potential members and their appropriate contact information (name, company, email, phone, address). This officer will also recruit new members to SPE and our local study group.
- The Publicity Chairperson shall create publicity and fliers for all SPE Conway events. This chairperson will also be in charge of distributing the publicity to attain maximum attendance at all SPE Conway events.
- The Sponsorship Chairperson shall recruit corporate (or non-corporate) sponsors for SPE Conway. This chairperson shall develop a program of benefits to the potential sponsors agencies and shall attempt to gain maximum monetary (and possible non-monetary) sponsors.
- The Secretary shall record the proceedings of the meetings of the section and the section board of directors, attend to all correspondence, and issue all calls and announcements of meetings.
- The Treasurer shall receive and disburse all money received by the study group, with the approval of the study group's board of directors. The treasurer shall submit his/her records for an annual audit by a committee to be named by the chairperson.
- The Newsletter Editor shall be in charge of developing a regularly published newsletter regarding SPE Conway and complementary information.
- The Webmaster shall be in charge of creating and maintaining an up-to-date website with SPE Conway information and details on events.
- The additional members serving on the Board of Directors shall be responsible for supplementary tasks which require additional assistance and to provide support to their fellow officers.

**Please contact us if you are interested in volunteering in a leadership position. We are also seeking corporate sponsors and members with simply an interest to attend events.**

**Judah Epstein**

**Welltec, Conway AR**

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**Chairman SPE Central AR Study Group**

**[www.arkansas-spe.org/central/](http://www.arkansas-spe.org/central/)**

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**Society of Petroleum Engineers**