



APPLICANTS' HANDBOOK

SOCIETY OF PETROLEUM ENGINEERS ABU

2026/2027 Administration

WELCOME, APPLICANT

Welcome to the SPE ABU 2026/2027 application process. By opening this handbook, you are taking a step toward becoming part of a community built around learning, service, leadership, technical excellence and professional growth.

The purpose of this handbook is simple: to help you understand the opportunities available within the chapter, the responsibilities attached to each role, and the standard of commitment expected from successful applicants. Read it carefully before selecting a position.

You are not simply applying for a title. You are applying for an opportunity to contribute, learn from others, build meaningful professional relationships and help shape the experience of fellow SPE members.

Who We Are

The Society of Petroleum Engineers (SPE) is a global professional community that connects engineers, scientists and related energy professionals to exchange knowledge, innovate and advance technical and professional competence. SPE's work is built around knowledge sharing, professional development, collaboration and service to the energy community.

Our Mission

To connect a global community of engineers, scientists, and related energy professionals to exchange knowledge, innovate, and advance their technical and professional competence regarding the exploration, development, and production of oil and gas and related energy resources to achieve a safe, secure, and sustainable energy future.

Our Vision

SPE advances the oil and gas producing and related energy communities' ability to meet the world's energy needs in a safe, secure, and sustainable manner.

What this means for SPE ABU: We turn these broader ideals into practical student experiences through technical learning, professional development, competitions, outreach, industry engagement, collaboration and service.

EXECUTIVE COMMITTEE (EXCO)

The Executive Committee provides leadership for the chapter's major functions. Applicants should select roles that match their experience, skills, interests and ability to deliver the responsibilities of the position.

President

Chief executive of the chapter; sets vision and direction; represents SPE ABU to SPE International/Section, university management and industry partners; presides over Exco and General Meetings.

Eligibility: Minimum 2 years of leadership experience.

Vice President

Supports the President in chapter functions; helps coordinate chapter activities, planning and implementation; promotes effective teamwork and follow-through.

Eligibility: Minimum 1 year of relevant leadership experience.

General Secretary

Handles official correspondence, meeting minutes, chapter documentation, records and archives.

Assistant General Secretary

Supports the General Secretary with attendance records, meeting logistics and documentation.

Financial Secretary / Treasurer

Manages chapter finances, dues collection, budgeting, expenditure tracking and financial records.

Eligibility: Minimum 1 year of relevant leadership experience.

Technical Director

Provides technical direction and quality oversight for engineering-focused activities and supports technical development across the chapter.

Programs Chairperson I & II

Leads the chapter's technical programming, including talks, workshops, trainings and competitions that build members' technical capacity.

Eligibility: Minimum 1 year of relevant leadership experience.

Membership Chairperson I & II

Leads membership growth and member experience through recruitment, registration, engagement and retention.

Energy4Me Chairperson I & II

Leads the chapter's community and secondary-school energy-education outreach activities.

Communications Chairperson I & II

Leads publicity, content creation and the chapter's digital presence.

Ambassador Lecture Program (ALP) Chairperson I & II

Leads the industry-speaker lecture series that connects members with professionals.

Welfare Chairperson

Leads member welfare, wellbeing initiatives, social activities and support for members who need assistance.

Sponsorship & Partnerships Chairperson

Leads fundraising and industry/corporate partnership efforts that support chapter programmes.

OPERATIONAL TEAMS

Operational teams carry out the chapter's activities. Team members are expected to be active, reliable, willing to work with others and ready to complete assigned tasks to a good standard.

Programs Team

Plans and delivers technical development and professional activities.

What is expected:

- Plan and execute technical talks, seminars and skills training.
- Organize industry site visits and hands-on workshops.
- Support the chapter's participation in technical competitions.
- Deliver assigned activities on time and to the expected standard.

Membership & Registration Team

Supports membership growth and effective member administration.

What is expected:

- Support recruitment and membership drives.
- Maintain accurate membership and registration records.
- Support member engagement and follow-up.

Energy4Me Team

Delivers energy-education outreach to secondary schools and the wider community.

What is expected:

- Support outreach visits and energy-awareness sessions.
- Prepare suitable teaching materials and activities.
- Help document and assess outreach impact.

Communications Team

Manages the chapter's public image, content and digital presence.

What is expected:

- Publicize chapter activities through appropriate channels.
- Create written, photo and video content.
- Produce graphics, flyers and other branded materials.
- Maintain consistency in the chapter's communication and branding.

OPERATIONAL TEAMS — CONTINUED

Ambassador Lecture Program (ALP) Team

Supports the industry-speaker lecture series.

What is expected:

- Identify and engage potential speakers and ambassadors.
- Support event scheduling, logistics and delivery.
- Follow up with speakers and maintain programme records.

Welfare Team

Supports member wellbeing and social cohesion.

What is expected:

- Plan social and bonding activities.
- Check in on member welfare and coordinate support where needed.
- Support welfare initiatives for members facing difficulties.

Sponsorship & Partnerships Team

Supports fundraising and industry partnerships for chapter programmes.

What is expected:

- Identify potential sponsors and partners.
- Support preparation of sponsorship proposals.
- Maintain professional relationships with sponsors and partners.
- Explore relevant grant and funding opportunities.

A TEAM MEMBER SHOULD BE:

- Dependable and willing to take responsibility for assigned work.
- Ready to collaborate and communicate with other members.
- Proactive in identifying ways to contribute.
- Committed to delivering work on time and to the expected standard.

LEAD / COORDINATOR APPLICATIONS

Applicants may also apply to lead or coordinate key academic and competition-focused activities. These roles require initiative, organization, teamwork and the ability to drive a team towards a clear outcome.

PetroBowl Lead / Coordinator

Leads the chapter's PetroBowl preparation and participation. The role involves coordinating preparation activities, mobilizing interested members, supporting team readiness and ensuring timely participation in competitions.

Energy Challenge Lead / Coordinator

Leads preparation for energy-related challenges. The role involves coordinating the team, organizing preparation activities, supporting research and solution development, and ensuring submissions and participation are completed on time.

Paper Contest Lead / Coordinator

Leads preparation for paper competitions. The role involves coordinating interested members, guiding preparation and review, ensuring compliance with contest requirements, and managing submission timelines.

Choose the role where you can demonstrate the strongest combination of ability, experience, initiative and genuine interest.

APPLICANT GUIDANCE

- Choose a role that matches your experience, strengths and genuine interest.
- For roles with an experience requirement, clearly demonstrate the required leadership experience in your application.
- Applicants for operational teams and Lead/Coordinator roles should show evidence of initiative, teamwork, responsibility and willingness to contribute.
- Successful applicants will be expected to be dependable, proactive and committed to the goals of the chapter throughout the administration.
- Read the role description carefully before submitting your application.
- Apply only for positions where you can demonstrate the skills, experience and commitment required.

FINAL WORD

SPE ABU is a community in which leadership is expressed through service and results. Whether you serve on the Executive Committee, contribute through an operational team, or lead a competition-focused activity, your contribution can strengthen the chapter and create opportunities for others to learn and grow.

Take your time. Read. Reflect. Choose intentionally. Then give the application your best.

SPE ABU 2026/2027
Solutions. People. Energy