



**2027 PESA (WA) COMMITTEE ELECTION
- NOMINATION FORM -**

I, _____, being an Active financial member of Petroleum Exploration Society of Australia (PESA) wish to nominate for the following position(s) on the PESA WA Branch Committee for 2027: (note in general most committee members will take on more than one of the listed roles)

President		Publications Coordinator	
Vice-president		Scholarship Coordinator	
Treasurer		Golf Day Coordinator	
Secretary		Membership Coordinator	
Communications officer		Curtin University Student Representative	
Talks Scheduler		UWA Student Representative	
Courses Scheduler		ECU Student Representative	
Events Coordinator			
Sponsorship Coordinator		General Committee member	

I, _____, being a financial member of PESA, nominate
_____ for the above position.

(Nominator's Signature)

I, _____, being a financial member of PESA (WA), second the nomination.

(Seconder's Signature)

I, _____, being a financial member of PESA (WA), accept the nomination and have read the guidelines on "PESA Branch Committee Member – A summary of Roles and Responsibilities" and I agree to abide by these policies

(Nominee's Signature)

Nominee's Contact Phone No.: _____

Nominee's Contact Mobile No.: _____

Nominee's Email Address: _____

Please return the completed form to: wa-secretary@pesa.com.au

DEADLINE FOR SUBMITTAL – COB 6 DECEMBER 2026

PESA WA BRANCH COMMITTEE MEMBER ROLES

President – To lead the committee. Chair committee meetings. Sit in on Federal committee meetings. Provide a communication bridge between the federal and branch level. To be an ambassador for PESA WA to the industry. Introduce speakers and coordinate industry events. To be the point of contact for the members to voice their views to.

Vice president – To step up into any of these tasks and roles should the president be unavailable. Take responsibility for education as a key part of PESA.

Treasurer – To take control of Branch spending. Prepare the annual budget. Present monthly profit and loss reports. Prepare profit and loss reports on individual events. Be responsible for getting invoices paid or raised as required. Take responsibility for the PESA WA credit card(s).

Secretary – Issue invites to monthly committee meetings. Issue meeting agenda. Take meeting minutes circulate meeting minutes. Monitor e-mails through the WA-secretary account, and reply/forward as required.

Communications officer – Post events to the website. Send e-mail to members announcing events and other communications. Liaise with the federal linkedin coordinator to post events and notices. Liaise with student reps to keep Student PESA facebook pages up to date.

Talks Scheduler – To coordinate with members of the industry and academia, both within Australia, and in the international community in order to provide a talks schedule of high interest, and speakers of high calibre. Speakers to be found for Lunch talks and evening talks.

Courses Scheduler – To coordinate with members of the industry and academia, both within Australia, and in the international community in order to provide a Short course schedule of relevance to the membership. This will involve coordinating with companies to determine training needs, and obtaining certification of the course for inclusion in points based graduate training.

Events Coordinator – To liaise with venues for rates, menus, rooms, and numbers on the day. With the assistance of the communications officer produce attendance lists for events and print name stickers. Bring stickers to events, and check in all attendees. Arrange for all required equipment to be present (laptop, projector, banners, including for sponsors etc.) Sign for the bar tab as appropriate. Includes organisation of all non-technical events, eg winter warmer. To sit on the inter-society committee for organisation of the Petroleum ball.

Sponsorship Coordinator – To prepare and present sponsorship packages appropriate to the society and the industry in order to maintain sufficient income to allow the society to continue to do good work for our members. This will involve approaching people directly as well as via phone and e-mail.

Publications coordinator – Provide news articles relevant to WA and the operation of the WA branch to PESA news. Encourage submission of articles from members. Sit on the PESA news federal sub-committee.

Scholarship coordinator – Read and judge entries for PESA scholarships and award fairly. Work with the sponsorship coordinator to find funds to award for these scholarships.

Golf Day Coordinator – Represent PESA on the ASEG-PESA golf subcommittee. Take up whatever duties assigned within this committee, including organisation, sponsorship seeking, and on the day coordination. Report to the committee on this event.

Membership coordinator – Seek to encourage membership in PESA through attending university days, conferences etc as appropriate. Assess membership lists, and encourage renewal of membership of lapsed members. Sit on Federal membership sub-committee

Curtin / UWA Student representative – Raise awareness of PESA through the student body. Promote PESA events, including coordination of the allocation of free lunch tickets for students. Maintain communication between the student body and the industry through the committee. Report at committee meetings on student affairs.

General Committee members – Are likely to be asked to help out one or more of the above office holders at one time or another.

PESA WA BRANCH COMMITTEE MEMBER - A SUMMARY OF ROLES AND RESPONSIBILITIES

The Petroleum Exploration Society of Australia (PESA) is a non-profit association of individuals involved in the exploration of oil and gas. The purposes of PESA are:

- To promote professional and technical aspects of the upstream petroleum industry throughout Australia by providing a medium for gathering individuals interested in oil and gas exploration
- To present views and discuss technical and professional matters relating to the upstream petroleum industry
- To foster and provide continuing education for the benefit of members; and
- Maintain a high standard of professional conduct on the part of its members

Members of PESA Branch Committees have a responsibility to contribute to Committee activities in the following ways:

- The foremost responsibility is to try to attend all meetings. Recognize that you have been elected until the next Annual General Meeting, and accept the commitment that this demands.
- If you are unable to attend a committee meeting, give your apologies to the Branch President or Secretary. If you find you are regularly unable to attend at the allotted meeting time, you must raise this issue with the President or at a Committee meeting so that discussion regarding alternative meeting times can take place.
- If you cannot attend meetings and do not communicate with the President, you may lose your role after 3 months absence.
- Submit any agenda items and supporting material to the committee chair a week or two before a scheduled meeting. Committee meetings are much more productive when committee members read the agenda briefing material before the meeting.
- Committee members are expected to keep the secretary up-to-date with their current contact information, including regular mail address, telephone and email addresses.
- Members should act in accordance with all statutory regulations and ensure that PESA's constitution is observed.
- Committee members should understand and accept the stated principles of PESA.
- Members should participate in decision making by asking for information about the items to be discussed and the alternative solutions, listening to other people's points of view and sharing ideas.
- Members should offer to take on specific tasks as they arise, and work on sub-committees that they may need to be formed.
- Support Committee decisions once these have been agreed by the majority, even if these differ from your personal beliefs.
- Respect the confidentiality of everyone involved in the organisation.
- Give reports to the President of any meetings that you attend on behalf of PESA.
- Ensure that any public statements that you make on behalf of PESA are endorsed by the Committee.
- If you are unable to meeting your commitments, tender your resignation and assist the Committee in finding a replacement for your role.

Please also note the following clause from the by-laws for PESA:

7.10 A member of a Branch Committee shall ipso facto cease to be a member thereof:

- (a) If they become bankrupt or makes any general arrangement with their creditors
- (b) If they become a person whose estate or person is liable to be dealt with in any way under the law relating to mental health
- (c) If they resign their office by notice in writing to the Branch Secretary
- (d) If they are absent without permission or of apology to the Branch Committee from three consecutive meetings of the Branch Committee and the Branch Committee resolves that such person should no longer be a member of the Branch Committee
- (e) If they are directly or indirectly interested in any contract or proposed contract with the society, or they are holding a position of conflict of interest with their Branch Committee position, and they fail to declare the nature of their interest in manner required by the Articles (or in any event at the meeting of the Branch Committee as soon as practicable after the relevant facts have come to their knowledge) or the Branch Committee decide by resolution that the person holds a conflict of interest that will not or cannot be resolved, and the Branch Committee resolves that such a person should no longer be a member of the Branch Committee.
- (f) If they cease to be an Active Member or a Distinguished Member or a Retired Member of the Society; or
- (g) If they are guilty of any act proceeding or practice likely in the bona fide opinion of the Branch Committee to bring discredit to the Society or the State Branch or both and be inimical to the objects of the Society and the Branch Committee resolves that such person should no longer be a member of the Branch Committee