

So you want to run a PESGB Group . . . ?

Great news, we would love to have you involved! One of the founding reasons the PESGB was started was as a way of people getting together and sharing knowledge, and as such you are helping us continue that institution.

To get you on your way we have compiled a list of questions which will help us tie down the details, ensure we are providing you with all the support you need and ensure your activities don't clash with anything the PESGB is already undertaking. Don't worry if you don't know the answers to all the questions at this stage, just let us know as much detail as possible.

Once submitted this information will be forwarded to the Managing Director to review. Please note that completing this form does not guarantee your trip will be able to take place, although we will always do our best to accommodate all requests.



The Committee

Please provide full details of those people who will be involved with the organizing / coordination of this group. This will allow the PESGB team know who is the correct person to contact and will also define who holds responsibility for the groups activities

Group President

Name

Surname

Contact telephone number

Contact E-mail

Group Secretary

Name

Surname

Contact telephone number

Contact E-mail

Group Committee

Name	Contact E-mail
Name	Contact E-mail
Name	Contact E-mail
Name	Contact E-mail
Name	Contact E-mail
Name	Contact E-mail
Name	Contact E-mail
Name	Contact E-mail
Name	Contact E-mail
Name	Contact E-mail



The Group

The Group Title

Please provide a short description of the group

What are your aims for 2016?

Activities planned to achieve these aims

How do these activities contribute to the wider PESGB community or general public? and how this contributes to the PESGB objective 'Promote for public benefit, education in the scientific and technical aspects of petroleum exploration'



PESGB Support

There are several different ways in which the PESGB can support your activities. Please select from the below

Registration facilities

Advertising in the PESGB magazine in PESGB branding (please see deadlines at www.pesgb.org.uk)

Group Webpage on the PESGB website

Event Webpage on the PESGB website

Direct mailing to a RG mailing list

Blog posts

Depending on the situation the PESGB may be able to provide additional services such as a full event manager, onsite support or design services; however this will need to be discussed. If you have discussed additional services this should be noted below



Finance

In keeping with the PESGB charitable status groups shall be non-commercial and should not be used for personal or business interest. All activities should break-even, and proposals for future events, should be submitted to the PESGB Council by October for the following year, or six months prior to the planned event.

As such please provide an overview of the activities you plan to undertake this year, and their approximate associated costs.

Activity	Predicted income	Predicted Expenditure
Activity	Predicted income	Predicted Expenditure
Activity	Predicted income	Predicted Expenditure
Activity	Predicted income	Predicted Expenditure
Activity	Predicted income	Predicted Expenditure
Activity	Predicted income	Predicted Expenditure
Activity	Predicted income	Predicted Expenditure
Activity	Predicted income	Predicted Expenditure
Total income / loss		

Please note that finalised detailed budgets should be submitted to the Executive Director 6 months prior to the organised activity.

Any other direct expenses such as lecture theatre hire, speaker's expenses, etc. should be notified to the Council, via the Executive Director, for approval in advance of any expense being undertaken. No expenses will be reimbursed without approval prior to commitment.

If you are undertaking a charitable activity you are able to apply to apply for additional funding from the PESGB's Sub Committee for Investments and Disbursements (SCID) Please email pesgb@pesgb.org.uk for an application form. However please note that this is not guaranteed and can take some time to process.



Marketing

Please also send a picture (for which you have copyright) which can be used on advertisements / your group webpage

Done

Please provide a description of your group for the PESGB website



Agreement

I confirm that the above information is accurate and I have read and agree to the attached guidelines. Specifically that all activities will be forecast to break even, and that the office will be informed, with detailed planning, of any activities. All media is subject to the editorial discretion of the PESGB Anything produced, either physically or online (such as webpages or social media groups) remain the property of the PESGB and will be returned upon request

Group President

Name	Signed	Date
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Group Secretary

Name	Signed	Date
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On behalf of the PESGB

Name	Signed	Date
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Thank you for your time.

Please forward the completed form and any attachments considered relevant to the PESGB Office.7th Floor, No 1 Croydon, 12-16 Addiscombe Road, CR0 0XT or by email to pesgb@pesgb.org.uk.





Appendix 1 - Guidelines for Regional Groups

Introduction

- A number of Regional Groups (RGs) have been set up under the aegis of the PESGB. The aim of these guidelines is to establish a framework in which an RG will operate for reporting and financial matters.

Definition

- An RG is a group of members who have joined together to meet on a more local basis but wish to operate under the PESGB umbrella for support and enhanced publicity.

Formation

- Proposals to form an RG, including costing & budgets, shall be addressed to the PESGB Executive Director for presentation to Council. Council will consider the proposal and vote and their decision shall be final. No activity under the PESGB banner will be permitted without the approval of Council.

Events & Activities:

- All activities must be in keeping with the overall objectives of the PESGB, which is a registered UK educational charity, with the objective of providing education into the scientific and technical aspects of petroleum exploration.
- In keeping with the PESGB charitable status, the RGs shall be non-commercial and shall not be used for personal or business interest.
- RG Co-ordinators shall submit plans and detailed proposals for future events, including budgets, to the PESGB Council for prior approval before organizing them or requesting publicity.
- Such proposals including full cost/revenue forecasts should be provided to PESGB Council by October for the following year, or six months prior to the planned event.

Membership

- Only members of the PESGB may be members of the RG and participate in free PESGB Meetings and activities. Other meetings and activities will be charged, with an appropriate discounted rate to PESGB members.
- RGs may use meetings as a means of PESGB membership promotion and encouraging more PESGB members in a particular area. For such activities, non-members may be admitted to RG meetings, but should be encouraged to join the Society.
- The PESGB office will maintain a membership list of members located in the region where RGs are located, available on request to RG co-ordinators. This will be produced in conjunction with PESGB membership renewal processing and existing membership database, to be available at the end of May.
- RG co-ordinator details and any membership lists will be issued as the PESGB Council feel appropriate, with the membership directory and other membership information.

Publicity

- All publicity shall be via the PESGB monthly newsletter and PESGB website unless agreed otherwise in writing with PESGB office. RG's will not be charged for approved newsletter or website publicity. RG co-ordinators should notify the PESGB office in writing of RG activities and forward publicity for publication in the newsletter. Under no circumstances should RG co-ordinators carry out publicity themselves, via email, newsletters, mailshots, websites, etc. Publicity via email can only be carried out by the PESGB office under extreme circumstances.

Costs

- No personal expenses will be reimbursed without prior written approval from the Executive Director.
- Any other direct expenses such as lecture theatre hire, speaker's expenses, etc. should be notified to the Council, via the Executive Director, for approval in advance of any expense being undertaken. No expenses will be reimbursed without approval prior to commitment.
- The PESGB cannot, as a registered educational charity, undertake any expenditure for social events.
- The PESGB Council will consider limited funding for RG evening lecture meetings, which should be supplied in the form of a written proposal/timetable via the Executive Director for advance Council approval.
- All expenditure for other RG activities must be on a cost-neutral basis at minimum.

Reporting

- A short report outlining the previous 12months activities of the RG shall be submitted to PESGB office each December.

Appendix 1 - Guidelines for Special Interest Groups

Introduction

A number of Special Interest Groups (SIGs) have been set up under the aegis of the PESGB. Some of these are formed jointly with other societies, such as the Geological Society and the Houston Geological Society. The aim of these guidelines is to establish a framework in which a SIG will operate for reporting and financial matters; in the case of a joint SIG the other parent society may have its own requirements.

Definition

- A SIG is a group of members (a minimum of Five) who have joined together to focus on one aspect of exploration; to raise awareness and to share recent advances in that specific aspect by arranging events for its promotion to the wider PESGB and the petroleum exploration community.

Formation

- Proposals to form a new Special Interest Group, including costing & budgets, shall be addressed to the PESGB Executive Director, for presentation to Council. Council will consider the proposal and vote; their decision shall be final. No activity under the PESGB banner will be permitted without the approval of Council.
- Council reserve the right to terminate an SIG or make recommendations for changes if the aims of the Society are not being met.
- A minimum of two PESGB Members shall co-ordinate any SIG (ideal 2 – 5 members).
- Members of the PESGB should indicate their preference for any Special Interest Group on Membership renewal annually; a tick box will also allow Members to indicate an interest for involvement in the organisation and running of a SIG; there will also be an "opt out" choice for those not wishing to receive mailings from a SIG.
- An opportunity should be made for SIG Members to select new co-ordinators every two years. Nominations should be made by the SIG from those who have indicated an interest (see above). Voting will take place annually at the same time as elections for Council.

Events & Activities

- All activities must be in keeping with the objectives of the PESGB, which is a registered UK educational charity, with the objective of providing education into the scientific and technical aspects of petroleum exploration.
- In keeping with the PESGB charitable status, SIGs shall be non-commercial and shall not be used for personal or business interest.
- SIG Co-ordinators shall submit future plans and detailed proposals for future events, including budgets, to the PESGB Council for prior approval before organising or requesting publication of any future events.
- Proposals, including full cost/revenue forecasts, should be provided to PESGB Council ideally by October for the following year.

Membership

- Only members of the PESGB (or other parent society) may be members of the SIGs and participate in free SIG meetings and activities. Other meetings and activities will be charged, with an appropriate discounted rate for PESGB members.
- The PESGB office will maintain a membership list for all SIGs; available on request to SIG co-ordinators. I assume list is derived automatically?
- SIG membership lists and SIG co-ordinator details will be issued as the PESGB Council feel appropriate, with the membership directory and other membership information.

Publicity

- The primary forum for publicity of SIG Events shall be via the PESGB monthly newsletter or the website.
- SIG co-ordinators should notify the PESGB office in writing of SIG activities and forward publicity by the published newsletter deadlines. SIGs will not be charged for approved newsletter or website publicity.
- SIGs may introduce additional publicity in the form of posters and/or leaflets (at their own cost) provided prior approval of formatting and content has been given by the PESGB Office.
- In certain circumstances the PESGB Council may contribute financially to the cost of additional publicity but this is solely at the discretion of the Council.
- SIG co-ordinators may only distribute information on events and activities to specific SIG members via email if the content has been approved by the PESGB Office.

Financing/Costs

- Any direct expenses such as lecture theatre hire, speaker's expenses, etc. should be notified to the Council, via the Executive Director, for approval in advance of any commitment for such expenses being undertaken. No expenses will be reimbursed without approval prior to commitment.
- No personal expenses will be reimbursed without prior written approval from Council.
- The PESGB cannot, as a registered educational charity, undertake any expenditure for social events.
- All expenditure for SIGs must be on a cost-neutral basis at minimum.
- A Memorandum of Understanding is essential for joint SIG events with other societies.
- Annual accounts should be presented to PESGB Council in [February]. Is this correct date?
- Monies raised through sponsorship should be reported to Council (see below, Annual Reports).
- Monies clearly derived through the PESGB should be properly accounted for through PESGB Accounts. PESGB Office will appoint a liaison officer to ensure underwriting of costs and liabilities (eg for booking fees etc) is properly recorded.

Reporting to PESGB Council

Annual Reports of the proceedings of SIGs shall be presented to PESGB Council. At least one Report biennially shall be presented in person by an SIG Co-ordinator in [February]. January or December to fit in with Council changes