

PODS Description of Roles, Responsibilities and Expectations

This document outlines the roles and responsibilities for volunteers and contract staff within the PODS Association. It provides clarity regarding the expectations within the structured framework established in the PODS Operating Guidelines. The PODS Operating Guidelines specify how committees are established and staffed for membership assignments.

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Section 1

Board of Directors

Board of Directors (BOD) members are leaders of the PODS Association. All Board members must be employees of a company that is an active member of the PODS Association and are expected to volunteer for additional leadership roles on PODS committees and technical teams. Further, board members are expected to contribute to PODS Association annual events. Board members are nominated by other members of the PODS Association.

Board meetings are scheduled for 1.5 hours, monthly.

Time commitment: approximately 6 hours per month. This may increase depending upon committees or officer roles.

Additionally, it is the responsibility of the board member to understand PODS Association key documents, such as:

- PODS Association [Strategic Plan](#)
- Annual budget

Further, board members can seek out PODS documents on basecamp (web based document manager) as needed, including:

- [By-laws](#)
- [Operating Guidelines](#)

Terms of the board members are provided in the PODS [by-laws](#).

PODS annual events for BOD to contribute to and participate in include:

PODS annual conference

- Serve on Advisory Committee
- Provide session topics
- Present or facilitate session
- Serve as a Co-Chair of Pipeline Week. This is a two-year appointment and the role should be filled by a board member.

PODS Forum

- Provide input into agenda
- Present
- Recommend and secure presenters

Board of Directors Officer Roles:

Officers of the Board of Directors

The officers meet every other week for one hour. They provide strategic direction to the executive director, address issues, provide expenditure approval for large or non-routine items, and review agendas for conferences and key meetings.

President

The president serves as the leader of the PODS Association and leads the meetings of the board and the officers. The president finalizes meeting agendas. The President must be an operator-member.

The president represents PODS Association in meetings with other organizations.

The president meets with executive director on issues, strategy, and on setting meeting agendas.

Time commitment: 1-2 hours per month in addition to the time commitment as a standard member of the BOD.

Vice President

The Vice President steps in for the president if that person is not available for board and officer meetings. The vice president may also develop the BOD monthly meeting agenda with input from the rest of the BOD and ED. It is recommended that the VP also be an operator-member.

Time commitment: 1-2 hours per month in addition to the time commitment as a standard member of the BOD.

Secretary

The secretary keeps minutes of board meetings and distributes. Minutes include roll call and conducting voting processes. They archive the official meeting minutes and voting records and oversee annual election in accordance with the [bylaws](#).

Time commitment: 3-4 hours per month in addition to the time commitment as a member of the BOD.

Treasurer

The treasurer pays PODS Association bills that are approved for payment by executive director and two officers. Payments are made through a system directly connected to Chase Bank. PODS does not issue checks.

Responsible for secure enrollment and security access to Chase bank, in accordance with procedures.

Review and understand the PODS financials systems, in the PODS policies and procedures. This includes Chase Bank, credit card authorizing, payment/transfer vendor service, PayPal and others as needed. Contributes to drafting of PODS Annual Budget for presentation and approval by the board. Presents monthly financial statements at the board meetings. Time commitment: 3-4 hours per month in addition to the time commitment as a member of the BOD.

BOD Committees

Committee assignments are made following the annual election.

Budget and Audit

The budgeting and audit committee reviews the annual prepared budget for the following year. This initial budget they review is provided by the executive director and the treasurer. They submit the budget to the PODS Officers for approval-recommendation, and it then goes to the full board for adoption.

This committee also oversees the annual audit that includes monitoring progress, accepting the audit upon completion and forwarding to the board for acceptance.

Governance

This committee oversees the establishment of policies and procedures that represent organizational “best practices.” Primary to best practices is business continuity and fiscal controls. The governance committee forwards policies and procedures for board adoption.

Compensation

This committee reviews compensation for contractors including the executive director, communications specialist and the technical coordinator. Recommendations for changes are made to the officers and the board on a periodic basis, as needed.

Executive Director

The PODS Executive Director (ED) represents all regular contract staff in working with PODS Committees to support the work of Volunteers. Functions and tasks are delegated by the ED to the PODS Membership and Communications Coordinator and other PODS contracted staff. The Board of Directors may dictate changes to the ED’s roles and responsibilities at any time. However the following are general roles and responsibilities.

The Executive Director is responsible for overall alignment and coordination among groups, including:

- Strategic positioning of PODS in the Oil & Gas Industry
- Accountability and reporting to PODS Adopted Strategic Plan
- Assist committees in tactics and actions documentation, using Smartsheet, PODS adopted planning tool
- Facilitation and coordination in communication among committee Chairs to ensure tasks and projects are conducted in accordance with Charters and Project Plans
- Facilitation of coordination and communication among committee Chairs in communicating to members and other stakeholders, committee work and progress at PODS-sponsored events, including webinars, annual Forum and Annual PODS User Conference
- Change management, supporting chairs and committees in using PODS adopted application tools and procedures to adhere to organizational best practices
- Assist chairs in coordination, planning, and execution of regular committee meetings

Annual Budget Development:

- Draft initial budget for Treasurer
- Input from accountant, expenditures to date at detail level
- Committees: request for input
- Treasure review
- Officer review
- Board review and adoption
- Request current information from accountant in new worksheet. Draft the budget for work session. Review and revise. Officers, review and revise. TCG and Next Gen-review and revise

Strategic Planning:

- Tactical approach and alignment in PODS Committees
- Progress reporting
- Budgeting
- Preparation for 2019-2021 Planning Effort

Budget Management:

- Current year budget analysis for minor budget revisions i.e. taking from one category to expend in another
- Review draft financials
- Review general ledger posting to adjust financials as required

Treasure meetings for review of financial activities and issues

Change Management:

- Create understanding of Current State and Desired State
- Reinforce use of work processes adopted by PODS, coaching, training and supporting
- Assessment and Analysis of PODS organization adaption to change and adjust course as needed
- Manage across organization

Transparency and clarity of Information for all PODS Teams:

- Board reporting and documentation
- Technical Teams reporting and documentation
- Other groups reporting and documentation

Contracts:

- Contract scope finalization for signature
- Contract monitoring

Work Processes:

- Work flow development, testing/revision
- Project management SmartSheet training, and other PODS tools (Community Forums)
- Change Management

Accounting workflow assessment for Roles and Responsibilities, and revision, including MC

Format of budget worksheet for accountant input

Month end-invoice review and approval of payment. Send to Treasurer for approvals to pay

Credit card expense report

Stakeholder Engagement:

- Federal Strategy
- Other standards leadership groups – meeting, coordinate with Next Gen
- Prep PODS leadership for participation

Political Strategy:

- Federal
- State
- International

PODS Governance Support (committee support): meeting planning, document preparation, coordination, action-follow up:

- Meeting coordination-schedule coordination
- Meeting with chair to work strategy and set agendas
- Sub committee management to advance work of the committee
- Documentation prep for management
- Follow up task to management – technical, budget, communication or other coordination

New member orientation:

- Board Members
- Association Members

New committee kick off / start up charter, on boarding, planning (what/when) and SmartSheet documentation

Technical group strategy and coordination

Data Model approvals

Checklist monitoring for completion, review, comments, responses and approvals

Member and Prospect Development: Outside communication:

- New member development
- Prospect list development for specific outreach – 1st and 2nd emails sent, prospect individual communication, hand off to consultant(s)

Inside Communication:

- Strategy planning and execution
- Assessment and status reports
- Improve methods of communicating with PODS leadership
- Improve report

Conferences and Events:

- Forum and Pipeline Week leadership oversight and development
- Event agenda, outreach and logistics
- Stakeholder engagement: Feds, DNV, Energetics and SLC; IPLOCA

Consultants

Consultants currently include: communications specialist. A technical coordinator is desired but not currently (2018) staffed.

Communications Specialist

Document Development:

- PODS drafted documents for publishing
- Process and coordination of drafts, edits, meetings to get draft
- Final edits, document content review for alignment and consistency
- Formatting
- Input from groups
- Posting / Finish

Website:

- Website updates, new content

- Regular minor changes
- Technical content posting and updates

Technical content drafting, review and revision: web pages, tech release documents, contract scopes and charters

Print Materials:

- Collateral material design and development
- Target audience for materials
- Layout and design

Newsletters and Email:

- Develop newsletter
- Develop email notifications

Presentation initiation:

- Receive input from worksheet
- Receive presentation outline
- Assist in drafting slide deck
- Review with Executive Director and others
- Collaborations with Subject Matters Expert

Conferences and Events: Supports PODS Events

Conferences and on-site Events:

- Event logistics – advances coordination
- On-site coordination
- Technical logistics for recording meetings and posting on website

Webinars:

- Webinar technical coordination
- Member outreach and enrollment coordination, issue resolution
- Presenter preparation

Election:

- Information gathering and posting on candidates
- Multiple notifications – web, email, newsletter
- Finalizing and close out

Membership Coordination and Support:

- Membership reporting
- Member assistance – Q&A, processing application and billing
- Member portal assistance, enrollment, login and other
- Venue set up: forums, webinars, Pipeline Week

Organization Support:

- Attend meetings as needed
- Provide support to Communications Committee
- Membership Committee
- Other Committees as required

Systems and Work Flows):

- Committee workflow template design e.g. Governance, Communication, Collaboration follow-up / outcome

MemberClick Database Administrator:

- Initial development
- Membership growth strategy

Committees

Committees are board-designated groups outside of the “Technical arena” which generally fall under the Technical Committee on Governance (TCG). These Committees support and address needs to advance the Association’s mission and strategy. The Charters of the Committees describe their purpose, scope and reporting responsibility.

Technical Committees

Technical Committees are generally under the Technical Committee on Governance, responsible for development and implementation of the Technical Strategies and direction of PODS.

Technical Committee on Governance (TCG)

TCG Chair

The Chair of the Technical Committee on Governance (TCG) manages at a high level, the overall work of PODS Technical project teams, work groups and committees. This work is represented in plans with milestones and timeframes and is documented in SmartSheet. The TCG chair meets regularly with the chairs of the other groups to understand and clarify work. This particularly as it pertains to policy review needed by TCG and maintaining scope as provided in the respective charters.

The Chair reports status at the board meetings, provides policy and other recommendations in accordance with review and deliberation by the TCG. Such recommendations are considered by the board through motions and a vote by the PODS Board.

The TCG Chair commits time to understand the governance and strategies of the PODS Association as provided in key documents, including:

- PODS Association [Strategic Plan](#)
- Budget
- Other technical committee project plans (high level) as it pertains to policies and procedures that may require board approval
 - Data governance
 - **Cloud workspace implementation**
 - Release and approval process for all PODS data models and related documents
 - Mapping from legacy to PODS 7.0

TCG Members

Members of TCG must be part of a company who is an active PODS Association member.

Time Commitment, Meetings and Assignments:

Generally, TCG members spend about 16 hours per month, depending upon project plans of technical teams. Meetings are 1.5 hours per month.

TCG members review technical documents prior to board-recommended approval. TCG reviews must be completed with a critical-eye for accuracy and completeness and provide edits and comments during review phase.

TCG recommends to the board: technical policy; technical charter and scopes; technical contract scopes.

Assigned Tasks:

All TCG members are expected to volunteer in participating in a PODS Project Team, serving as liaison to TCG.

Technical Committee for Data Modeling (TCDM)

TCDM Members

The technical committee for data modeling (TCDM) committee members are trained in EA and ShapeChange. Each committee member must commit time and other resources to obtain the training

Regular and Special Meetings

PODS Association Board of Directors has a regularly scheduled monthly meeting. Some initiatives may require more frequent meetings than others. Meeting are generally an hour and a half. Board members are expected to serve on committees.

PODS Association Committees have regularly scheduled meetings either monthly or bimonthly. Some initiatives may require more frequent meetings than others. Meeting are generally one hour.

Special meetings are scheduled to address issues or to conduct work to meet deadlines. Subgroups of a PODS committee may be assigned with a designated leader or chair. Volunteers of the PODS Committee are expected to take on these additional assignments and are encouraged to leverage expertise/Subject Matters Experts (SMEs) within their companies.

Assigned Tasks

All members are expected to volunteer themselves or members within their organizations, to complete tasks. This may include participating in a subgroup to address issues or set of topics described in a scope. This work is drafted or finalized for presentation to Committee. It may include:

- Data model change (recommended)
- Data modeling
- Documentation
- Technical and other reports
- Review, evaluation and input to draft documents
- Policy recommendation

Chair/Co-Chair of PODS committees are responsible for:

Providing leadership to groups, while also serving as representative to other PODS committees, governance groups and membership. This includes:

- Leading and managing meetings
- Managing project and strategic planning
 - Project plan development and ongoing maintenance to plan documented in SmartSheet and narrative (as applicable)
 - Understanding budget applicable to project, and responsibilities to executive director implementing budget (requests to expend, and conducting activities expending budget)
 - Providing requests for budget for following year. This budget is prepared four to six months in advance of the new calendar year and approved two months prior to start of the new calendar year.
- Preparing agenda (Edit and approving drafts)
 - Leadership so progress is made in accordance with plan and schedule
- Managing discussion in meetings so agenda items are addressed and all members in group participate and are heard
- Interim meetings with executive director and appropriate contractors
 - Refine and advance strategy
 - Inform on recent activities

Volunteer description of role and responsibility (pertinent section) will be included as appendices to charters and provided to team members or potential volunteers.