



## **Small Oil and Gas Companies Committee Charter**

*October 1999*

### **Charge:**

To analyze, develop and distribute information significant to activities of the small office and multi-functional staff environment that typically exists in the smaller companies in the oil and gas industry. Particular attention will be paid to developing information that will allow COPAS to address the areas and needs which are applicable to these small companies.

### **Duties and Responsibilities:**

- (a) Develop COPAS guidelines, checklists and other publications that address the operations of the small oil and gas company's accounting staff.
- (b) Periodically conduct industry surveys of small oil and gas company needs.
- (c) Coordinate, develop and host educational seminars of topical interest to small oil and gas companies.
- (d) Encourage local societies to play a major role in disseminating information from the committee to COPAS members and potential local society members.
- (e) Participate with the other COPAS Standing Committees on issues of mutual interest. This includes providing input to, and requesting the attention of, the Standing Committees on issues that are particularly relevant to small oil and gas companies.
- (f) The committee will be held accountable to the COPAS Board of Directors.

### **Membership:**

Composed of members of COPAS and a Chairperson appointed pursuant to the COPAS Bylaws. Each society will not be required to furnish members, but will be encouraged to do so. The Chairperson, upon approval by the Committee, shall appoint a Vice-Chairperson to assist in the duties of the Committee and serve in the capacity of the Chairperson if he or she is unavailable or unable to perform duties.

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### **Voting:**

Each society representative will have one vote on matters to be voted on by the committee. Majority vote of the representatives in attendance will rule; however, in cases where the SOGCC is the originating committee of a proposed publication, voting requirements will be subject to COPAS Publication Process guidelines.

### **Meetings:**

Meetings will be held during each of the Spring and Fall COPAS meetings. Task forces shall be formed to address specific concerns and issues, and their meetings will be held as required.