

Role

ICoTA European Chapter Chairperson



Reports to

ICoTA European Chapter Committee

Role

The ICoTA Chairperson (European Chapter) directs and steers the Committee, sub committees and interface companies) to execute the ICoTA Annual Agenda /Plan

Term of Office : 1 year

Interface Companies

- Rodger & Co
- 5th Ring
- Mearns & Gill
- Third parties as appropriate

Responsibilities

- Works closely with interface companies to ensure the ICoTA Agenda is delivered in line with the committee and members wishes
- Chairs monthly committee meetings (delegating if required) and executes the agendas as appropriate
- Part -Owner of Annual Lunch and Learn Plan setting the themes and supporting the collation of subject matter /material (50% shared with Co-Chair)
- Chairs monthly Lunch and Learn sessions (delegating if required) , provides context , speaker introductions and facilitates questions /discussions as required
- Provides media material /articles as required/requested to marketing group's ,companies for increasing ICoTA's visibility / presence in the industry
- Makes after dinner speech at ICoTA annual dinner event (summarizing events , successes and acknowledgements as appropriate)
- Presents Innovation award to winner at Annual European Well Intervention Conference (unless undertaken by Conference Chairperson)
- May be required to present other notable awards at social or business related events (eg ICoTA Golf Day)
- ICoTA Global Board member – contributes to global agenda for 'term of office' period

Role

ICoTA European Chapter Co-Chairperson



Reports to

ICoTA European Chapter Committee

Role

The ICoTA Co-Chairperson (European Chapter) supports the Chairperson and Committee to execute the ICoTA Annual Agenda /Plan with a natural succession to Chairperson after 1 year in office.

Term of Office : 1 Year

Interface Companies

- Rodger & Co
- 5th Ring
- Mearns & Gill
- Third parties as appropriate

Responsibilities

- Works closely with the Chairman and interface companies to ensure the ICoTA Agenda is delivered in line with the committee and members wishes
- Provides delegate cover in chairing monthly committee meetings (when Chairman not available) and executes the agendas as appropriate
- Supports the planning and content of the Annual Lunch and Learn Plan , inputting to the themes and supporting the collation of subject matter /material
- Part -Owner of Annual Lunch and Learn Plan setting the themes and supporting the collation of subject matter /material (50% shared with Co-Chair)
- Provides delegate cover to the monthly Lunch and Learn sessions (when chairman not available , provides context , speaker introductions and facilitates questions /discussions as required
- Assists in providing media material /articles as required/requested to marketing group's ,companies for increasing ICoTA's visibility / presence in the industry
- Promote the work of ICoTA in your company and with colleagues

Role

ICoTA European Chapter Treasurer



Reports to

ICoTA European Chapter Committee

Role

The ICoTA Treasurer (European Chapter) maintains financial oversight of the ICoTA budget ensuring sufficient finance is available to execute the ICoTA Annual Agenda /Plan

Term of Office : 2 Years

Interface Companies

- Rodger & Co
- ICoTA Appointed Accountants
- Third parties as appropriate

Responsibilities

- Works closely with the Chairman, Committee and Interface companies to ensure the ICoTA agenda is delivered in line with the committee and members wishes.
- Provides updates through monthly meetings on finances , spends and any other financially related issues affecting the European Chapter
- Supports the planning and content of the Annual Lunch and Learn Plan , inputting to the themes and supporting the collation of subject matter /material
- Works closely with the Event Managers (Rodger & Co) to ensure ICoTA revenues/income are received and accounted for in line with standard industry practices
- Assists in providing data /information to the ICoTA appointed accounts for the purposes of audit and year end accounting process
- Promote the work of ICoTA in your company and with colleagues

Role

ICoTA European Chapter Conference
Chairman



Reports to

ICoTA European Chapter Committee

Role

The ICoTA Conference Chairman (European Chapter) directs and steers the Conference Committee to ensure a quality annual conference and exhibition in accordance with the ICoTA Annual Agenda /Plan

Term of Office : 1 year (Alternate with SPE)

Responsibilities

- Works closely with the SPE and Conference Committee to deliver a successful and topical annual well intervention conference in line with the committee and members wishes (Alternate with SPE - Agreed on a yearly basis)
- Chairs and may host conference committee meetings as required to deliver the conference agenda
- Participates in the evaluation and selection of Technical Papers /Presentations for the Annual Well Intervention Conference
- Participates in the Innovation Award Selection and Judging panel as required or requested
- Opening welcome and introduction speech at Annual Well Intervention Conference . Introduces Keynote Speaker
- Assists in sourcing of Keynote Speaker for Conference and personal contacts as required to facilitate the delivery of the keynote speech
- Announcement of Schools Competition Winner at Annual Well Intervention Conference
- Announcement of Innovation Award Winner at Annual Well Intervention Conference (May be carried out by ICoTA Chairperson)
- Assists in providing media material /articles as required/requested to marketing group's ,for promotion of Annual Well Intervention Conference

Interface Companies

- Rodger & Co
- 5th Ring
- Mearns & Gill
- SPE
- Third parties as appropriate

Role

ICoTA European Chapter Committee
Member



Reports to

ICoTA European Chapter Committee

Role

The ICoTA Committee member (European Chapter) supports the chairperson and committee members to deliver the agenda and plan through positive and measurable contribution and attendance levels.

Term of Office : Unlimited

Responsibilities

- Helps to deliver the ICoTA Agenda working with other committee members
- Attends the majority of monthly committee meetings (>60% per year)
(May delegate a nominee to attend to represent the company in the absence of the represented committee member)
- Active participation in setting the agenda , committee sub groups and lunch and learn activities.
- Measured contribution to at least 1 ICoTA deliverable year on year (as set by annual agenda /plan)
- Assists in providing media material /articles as required/requested to marketing group's ,companies for increasing ICoTA's visibility / presence in the industry
- Promote the work of ICoTA in your company and with colleagues

Interface Companies

- Rodger & Co
- 5th Ring
- Mearns & Gill
- Third parties as appropriate

Role

ICoTA European Chapter Ambassador

Reports to

ICoTA European Chapter Committee



Role

The ICoTA Ambassador (European Chapter) actively promotes the values and activities of ICoTA from within his or her company /employer through personal or other networking channels.

Term of Office : Unlimited

Responsibilities

- Acts as an interface between Company and ICoTA
- Disseminate ICoTA information (electronic and hard copy) within company and with colleagues
- Propose topics of interest for monthly and annual events
- Promote colleague attendance at monthly and annual events

Interface Companies

- Employing company
- Third parties as required