Technical Section Chairperson Handover Checklist

1. Review the following:

    - Section's Annual Reports (and financial reports if applicable)
    - Review the Membership Reports, including the Dashboard
    - Prior committee minutes
    - Technical Section Operations Manual
    - Publications previously published by the section (authors, impact)
    - Section activities from the previous year
    - Section SPE Connect website, including the library and folders

2. Introduce yourself to all officers and the appropriate Technical Director(s) and learn more about them

3. Familiarize yourself with other SPE Technical Sections. Consider potential forms of collaboration.

4. Familiarize yourself with other SPE Geographic Sections. Consider potential forms of collaboration.

5. Review the SPE Speaker Source for potential speakers for webinars and events.

6. Review the materials on collaboration between SPE and Academia and reflect on the potential forms of collaboration like OnePetro.

7. Learn about SPE Awards. Please note these categories:
    - International
    - Regional/major
    - Technical
    - Service
    - Professional