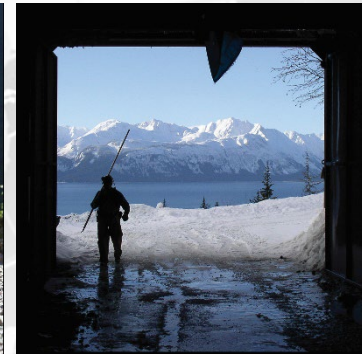


SME

Society for
Mining, Metallurgy
& Exploration

®



Mining & Exploration Division Executive Committee Handbook

Updated: 2024 (To be updated annually by Chairperson)

*Refer to M&E Bylaws for most accurate information

Table of Contents

- Annual timeline with Key Dates
- Volunteer Opportunities
- Executive Committee duties
 - Secretary
 - Assistant Vice Chairperson for Program Planning
 - Vice Chairperson for Program Planning
 - Chairperson for Programs
 - Chairperson Elect
 - Chairperson
 - Past Chairperson
 - Past-Past Chairperson (not official EC member)
 - Rock in the Box Editor (non-voting)
 - SEG Liaison
- Technical Program Highlights
- Award Descriptions
- Scholarship Notes and Descriptions
- Standing Committee Descriptions
- Useful Templates

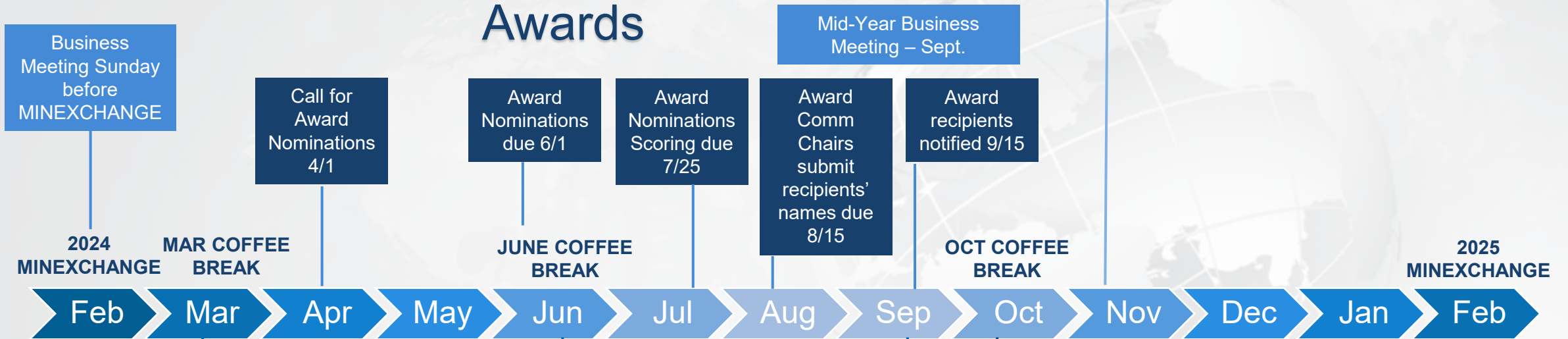
2024/2025 Year Timeline

Chairperson: Don Dwyer

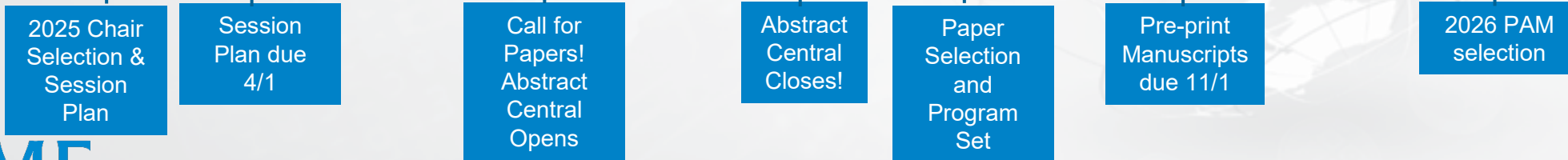
Scholarships



Awards



Technical Program



Volunteer Opportunities

How to get involved

- Entry level (newer member) participation
 - Submitting an article for Rock in the Box section of Mining Engineering
 - Posting or replying to a discussion topic in the M&E Division Community
 - Speaking at a M&E Technical Session or Chairing a Technical Session
 - Representing the M&E Division on a standing, award or scholarship committee (see slide sections to find descriptions)
- Experienced member participation
 - Program Area Manager for Technical Program (see slide section for descriptions)
 - Executive Committee participation



How to get involved?

- Join the quarterly virtual business meetings
- Attend the M&E Annual business meeting – Sunday morning of MINEXCHANGE
- Notify an EC member



Committee Composition

M&E Executive Committee

- Voting Members
 - Secretary
 - Assistant Vice Chairperson for Program Planning
 - Vice Chairperson for Program Planning
 - Chairperson for Programs
 - Chairperson Elect
 - Chairperson
 - Past Chairperson
- Non-Voting Members (3-year terms)
 - Rock in the Box Editor
 - SEG Liaison

Appointed to these roles
by the Chairperson

Total commitment to Executive Committee is
seven years to rotate through all Voting Roles



Mining & Exploration Division Executive Committee Duties



SME

Secretary

M&E Executive Committee

- Take minutes at Mid-Year and Annual Meetings
 - Distribute to EC for approval (within 15 days)
 - Send to SME staff upon approval
 - Post Annual minutes to MED Community page
 - Post Mid-Year minutes to MED EC Community page
- Maintain and update Nomination Packet
- Coordinate presentations for Virtual Coffee Breaks
- Take minutes at any other business meetings
 - Post to MED EC Community page
- Update Bylaws or other documents as needed
- Provide mentorship to incoming Secretary
- Member of M&E Scholarship Committee
- Award Committee Participation
 - **Member:** Daniel C. Jackling, Miner of the Year and Outstanding Young Professional Award Committees

Assistant Vice Chairperson for Program Planning

M&E Executive Committee

- Take (and post) minutes from Mid-Year, Annual, and Other Business Meetings if Secretary is unable to attend
- Support the Rock in the Box Editor in finding monthly content for Mining Engineering Magazine
- Attend Program Planning Committee Meeting to understand process
- Member of M&E Scholarship Committee
- Award Committee Participation
 - **Chair:** Robert Peele Memorial and Ben F. Dickerson III Awards
 - **Member:** Daniel C. Jackling, M&E Distinguished Service, Miner of the Year, Harry Parker and Outstanding Young Professional Awards

Vice Chairperson for Program Planning

M&E Executive Committee

- Attend Program Planning Committee Meeting
- Find *your* Program Area Managers for upcoming year prior to assuming Vice Chairperson for Programs role
 - Begin recruiting session chairs and presenters
 - Shadow Vice Chairperson for Programs and assist as appropriate
 - Introduce yourself to SME staff in charge of programming
- Award Committee Participation
 - **Chair:** Ben F. Dickerson III
 - **Member:** Daniel C. Jackling, Miner of the Year and M&E Distinguished Service Awards

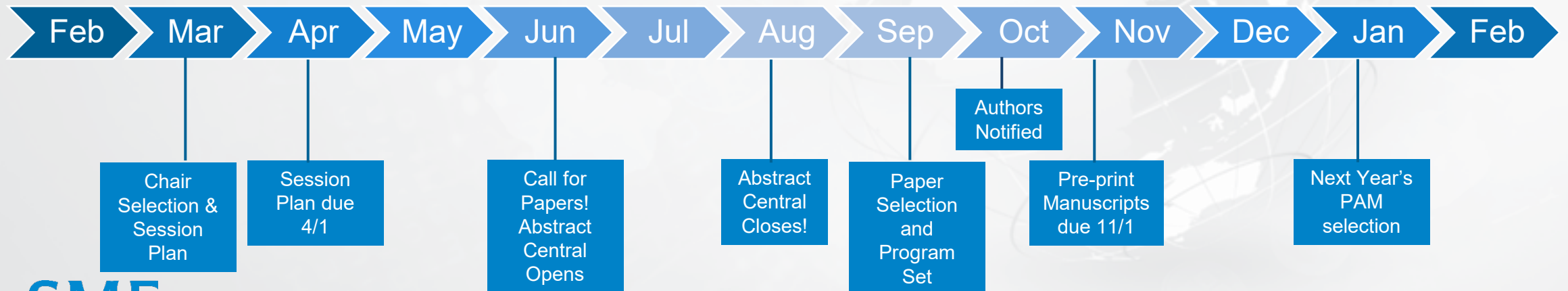
Vice Chairperson for Programs

M&E Executive Committee

- Attend Program Planning Committee Meeting
- PAMs selected and trained before assuming role of Vice Chairperson for Programs
- Work closely with PAMs and SME staff to set and schedule technical program
 - Keep EC informed of progress and request assistance as needed
- Award Committee Participation
 - **Member:** Robert Peele Memorial, Daniel C. Jackling and M&E Distinguished Service Awards

INCOMING
MINEXCHANGE

OUTGOING
MINEXCHANGE



SME

Technical Program

Chairperson Elect

M&E Executive Committee

- Assist Chairperson as directed
- Accept gavel, present Past Chair Award and give closing remarks at luncheon (outgoing year)
- Assist in handing out awards at luncheon (outgoing year)
- Award Committee Participation
 - **Chair:** Outstanding Young Professional Award
 - **Member:** Daniel C. Jackling, Ben F. Dickerson III, Harry Parker, Miner of the Year, and M&E Distinguished Service Awards
 - **Member:** SME Fellow Award Committee and AIME Mineral Economics

Chairperson

M&E Executive Committee

- Lead all business meetings and prepare agendas
- Prepare and submit Division Reports to the Board for Mid-Year and Annual meetings
- Ensure high quality and adequate progress of Technical Program
- Update M&E Handbook presentation, distribute to EC and post on M&E Community
- Confirm a pool of well-qualified Award nominations that adhere to deadline criteria
 - At least 3 nominations per award are required for award can be considered
 - Serving EC, Board and Foundation members are not eligible for any award
 - Coordinate with MEANC to help identify and solicit nominations
- Supervisor progress of M&E Luncheon Sponsorships and Silent Auction event
- Lead M&E Luncheon and supervise preparation of script
- Member of M&E Scholarship Committee
- Award Committee Participation
 - **Chair:** Daniel C. Jackling, Harry Parker and M&E Distinguished Service Awards
 - **Member:** Miner of the Year and AIME Mineral Economics Awards

Past Chairperson

M&E Executive Committee

- Chair of M&E Scholarship Committee
 - Pass on Scholarship spreadsheet with instruction
 - Can transfer funds from M&E General Fund to supplement with EC approval
- Mentor and support current Chairperson
- Act as a resource to EC to finalize any outstanding items
- Prepare to Chair the MEANC as Past-Past Chairperson
- Member of Stewart R. Wallace Scholarship Committee
- Award Committee Participation
 - **Chair:** Miner of the Year Award
 - **Member:** SME Robert Earll McConnell Award

Past-Past Chairperson

M&E Executive Committee

- Not officially a member of the EC
- Award Committee Participation
 - **Chair:** M&E Award Nomination Committee (MEANC)
 - Ensure 3 award nominations are present for each award
 - **Chair:** William Saunders Gold Medal

Rock in the Box Editor

M&E Executive Committee

- Solicit and review articles for monthly posting in Mining Engineering Magazine
 - Submit articles to SME staff
- Articles are do first of the month for the following month's edition
 - Example December's article is due November 1

Issue	Topics
March	Meet Your Chair
April	Awards Nomination Process
May	Minutes of EC Meeting
June	OPEN
July	OPEN
August	OPEN
September	Overview of M&E Scholarships
October	OPEN
November	Summary of Midyear Meeting
December	Call for Annual Silent Auction Items
January	OPEN
February	How to Make the Most of your Annual Conference
March	Meet Your Chair

SEG Liaison

M&E Executive Committee

- Attend SEG Meetings as the M&E Representative
- Report out at a minimum at Annual Meeting



Mining & Exploration Division Technical Program Highlights



SME

M&E Technical Program

Program Area Managers (PAMs)

GEOSCIENCES (Geochemistry, Geology, Geomechanics and Hydrology)

- Topics could include:
 - Economic Geology, New Discoveries, Regional Geology, Ore Reserves, Applied Mining Geology, Exploration Geophysics, etc.

OPERATIONS (Surface, Underground, Underground Ventilation and Mechanical Mining)

- Topics could include:
 - Updates on operating mines, Challenges in Operations, Short and Long-term Planning, Haulage, Hoisting & Conveyance, and Mining Methods & Systems

INNOVATION AND TECHNOLOGY (Operations Research and Solution Mining)

- Topics could include:
 - Navigation, Autonomous Solutions, Simulation, Sensing or Collision Avoidance, and New Products

MANAGEMENT (Mineral Resource Management)

- Topics could include:
 - Safety Management, Sustainability, Mergers and Acquisitions, Culture and Regulatory Environmental and Mining Law

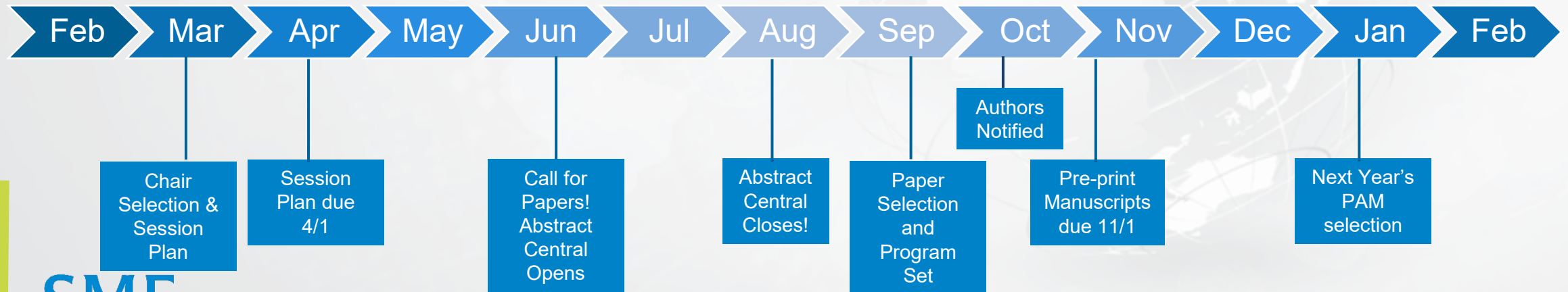
M&E Technical Program

Program Area Managers (PAMs)

- Tips for successful programming:
 - Quality over quantity
 - Target for 20-25 sessions
 - Each session should contain 5-7 presentations
 - Session Chairs should recruit authors for session
 - Communicate frequently to ensure deadlines are met

INCOMING
MINEXCHANGE

OUTGOING
MINEXCHANGE



SME

Technical Program

Mining & Exploration Division Awards Highlights

M&E Awards

Description

BEN F. DICKERSON III AWARD

- Instituted in 1987 and is presented “in recognition of professionalism and contributions to the mining industry.
- Nominee should display honesty, integrity, and sense of professionalism.

JACKLING AWARD

- Instituted in 1953 by AIME.
- Nominee should demonstrate significant contributions to technical progress in fields of mining, geology and geophysics or other applicable fields.

OUTSTANDING YOUNG PROFESSIONAL AWARD

- Instituted in 1996 and recognizes the meritorious accomplishments of a young individual in the M&E industry.
- Nominee should demonstrate significant contributions to mineral industry, be 35 years of age or less, hold a baccalaureate degree and be a member of SME.

MINER OF THE YEAR AWARD

- Instituted in 2013.
- Nominee should be a leader who can manage people, community, safety, environment and production.

M&E Awards

Description

PARKER AWARD

- Instituted in 2020, recognizes individuals whose contributions reflect that of Harry Parker.
- Nominee should demonstrate significant contributions in the field of geostatistics, resource and reserve estimation, reporting standards or related fields.

SAUNDERS AWARD

- AIME members are given preference.
- Nominee should demonstrate significant achievements in mining other than coal.

ROCK MECHANICS AWARD

- Joint with Coal and Energy.
- Nominee should demonstrate significant contributions in the field of rock mechanics.



Mining & Exploration Division Scholarship Highlights

M&E Scholarships

Description

- Scholarship Committee is made up of Past Chairperson, Chairperson and Secretary.
- The Past Chairperson is the Scholarship Committee Chair.
- Amounts for scholarships may vary within the guidelines. Most are not to exceed 5% of the fund balance to ensure it is self-funding.
 - Money can be transferred from M&E General Fund (650) to supplement underperforming scholarship fund(s).
- Utilize spreadsheet passed down from Past Chairperson

M&E DIVISION

- Not to exceed 5% of balance.
- Typical total amount awarded is \$15-\$18k
- Recipient shall have at least 2 years of undergrad, min 2.5 GPA, SME student member, attend ABET accredited school and interested in mining/minerals industry.

ROBERT MURRAY INNOVATION

- \$5000 and was established in 2017.
- Recipient shall be a SME student member, attend ABET accredited school and interested in a career researching new technologies in academia or implementing new technologies in mining/minerals industry.

M&E Scholarships

Description

EUGENE P. PFLEIDER MEMORIAL

- Up to four - \$1500 scholarships can be awarded, not to exceed \$6000.
- Recipient shall have at least 2 years of undergrad, min 2.5 GPA, SME student member, attend ABET accredited school and interested in mining/minerals industry.

HENRY DeWITT SMITH GRADUATE

- Amount recommended by AIME.
- Recipient shall have completed undergrad with min GPA 2.75, SME student member, attend ABET accredited school and interested in mining/minerals industry.

STEVEN C. POTTER

- \$2500 minimum, not to exceed 5% of balance
- Recipient shall have at least 2 years of undergrad, min 3.0 GPA, SME student member, attend ABET accredited school or recognized geology program and interested in mining/minerals industry.

STEWART WALLACE MEMORIAL

- 5% of balance
- Recipient shall have completed undergrad with min GPA 3.0, SME student member, attend ABET accredited school and interested in exploration geology.



Mining & Exploration Division Standing Committees Highlights



SME

M&E Standing Committees

Description

SME STUDENT MEMBER AFFAIRS

- Purpose: Be responsible for those elements of education associated with career choice, career opportunities and student aid. With respect to career guidance, the committee will develop career brochure and other promotional materials; assemble occupation descriptions and salary information; evaluate promotional materials by others in the minerals area; suggest and coordinate student activities for SME, and exercise general supervision of the SME Student Chapters, subject to the approval of the SME Board of Directors. With respect to educational statistics, it will maintain the SME Guide to Minerals Schools.
- Structure: The Committee consists of a Chair, Vice Chair, and two representatives from each division serving rotating, **three-year terms**.

M&E Standing Committees

Description

SME GOVERNMENT AND PUBLIC AFFAIRS

- Purpose: Provides relevant, non-partisan, fact-based professional and technical information to government officials and others involved in public policy, regulatory and other issues that impact the practice of mining, geology and related industries.
- Structure: The Committee consists of a Chair, Vice Chair and one representative from each division, serving a **two-year term**. The Chair of the committee, at his or her discretion, may appoint up to three at-large members.

M&E Standing Committees

Description

SME PROFESSIONAL ENGINEERS (PE)

- Purpose: Has the duty and responsibility of updating the SME PE Study Guide on a seven-year cycle, and the Mining Reference Handbook on an annual basis for the professional engineering examination for Mining/Mineral Processing (MMP) engineering administered by NCEES; they also develop the SME MMP practice exams, provide input on general registration policy, and promote the value of obtaining professional licensure to the engineering community. All members of the Committee shall be registered professional engineers and should attend the PE meeting held at SME Annual Conference. Members of this committee may also serve on the NCEES MMP Exam Committee but then must recuse themselves from the development of SME practice examinations.
- Structure: The Committee consists of a Chair, Vice Chair, two representatives from each division serving rotating **two-year terms**, and multiple at-large members.

M&E Standing Committees

Description

SME JOURNAL OVERSIGHT

- Purpose: Provides input and feedback on the strategic direction of the Mining, Metallurgy & Exploration (MME) journal, the quality of the journal and inclusivity of authors and topics, and ensures the journal represents the breadth of SME. Committee members act as ambassadors for the journal and help solicit authors and nominate reviewers and can nominate future members of the Editorial Board.
- Structure: The Committee has 10 voting members, consisting of the Past Executive Editor and one representative from each of the seven main SME divisions (Coal & Energy, Environmental, Health & Safety, Industrial Minerals & Aggregates, Mineral & Metallurgical Processing, Mining & Exploration, Underground Construction Association) and two relevant cross-cutting committees (Research and International), each serving **three-year renewable periods**. They should have a **doctorate degree** and **not be a current member of the MME Editorial Board**. The initial terms were staggered. There are also four nonvoting members (the Executive Editor and the Editors-in-Chief of the three sections of the MME journal: Mining, Mineral and Metallurgical Processing, and Exploration).

M&E Standing Committees

Description

SME MINING ENGINEERING PUBLICATION

- Purpose: Shall (1) review papers or find reviewers for the papers at the request of the Mining Engineering staff and, (2) support the Mining Engineering staff. The committee will provide the staff with advice and input regarding overall magazine issues, including but not limited to, potential writers and topics for technical and feature articles, industry trends, potential advertisers and issues referred to the committee by staff.
- Structure: The Committee consists of a Chair, Vice Chair, Editor-in-Chief, Editor, and one representative from each division. The Second Vice Chair of the M&E Executive Committee serves as the M&E representative for **a two-year term**.

M&E Standing Committees

Description

SME TECHNICAL PROGRAM COORDINATION

- Purpose: Has the duty of coordinating program plans prior to development by the Program Committee.
- Structure: The Committee consists of a Chair and one representative from each division. This representative should be the **Division Vice Chair – Program Planning**.

SME SUSTAINABLE DEVELOPMENT

- Purpose: Shall contribute and play a visible role in the Minerals and Sustainable Development debate; shall pursue the development, monitoring and assessment of sustainable development criteria for mineral operations, and the development and dissemination of best operating practices for sustainable development.
- Structure: The Committee consists of a Chair, Vice Chair, Secretary, Past-Chair and one representative from each division serving rotating, **two-year terms**. The Chair of the committee, at his or her discretion, may appoint up to three at-large members.

M&E Standing Committees

Description

SME FELLOW AWARD

- Purpose: Will act as a screening panel for the Distinguished Member Award nominations.
- Structure: The Committee includes 7 Divisional Representatives (**sitting vice chairs**), the SME President and the SME President-elect (non-voting).

SME BOARD of DIRECTORS INTERNSHIP SELECTION

- Purpose: Shall recommend to the SME Board of Directors an emerging young leader to become a non-voting member of the BOD. The intern will be tasked with helping to shape the strategic direction and governance of the Society, while providing insight on issues affecting younger members. The selection committee will evaluate nominations, interview candidates and select one young leader under the age of 40 per year to participate in the internship program.
- Structure: The Committee consists of a Chair (appointed by the SME President) and seven division representatives serving a **two-year term**. It is preferred that the Chair is a second-year BOD member.

M&E Standing Committees

Description

SME INCLUSION AND DIVERSITY

- Purpose: To promote advancement and innovation in the mining community by strengthening inclusion and improving diversity in the SME. Their purpose is to provide structure, strategy and programming guidance and plans to the SME organization to enable advancement of I&D in the mining community. This mission is an avenue through which the SME can achieve its strategic objectives.
- Structure: The Committee will be comprised of 9 members and two SME Staff Liaisons. Committee members will serve **three-year staggered terms**. Every year, the Incoming SME President will nominate one person from SME's general membership based on interest in serving on the committee. In addition, each Division will be responsible for nominating one person to the committee every third year, filling the empty seat as their previous representative rotates off from the committee.

Mining & Exploration Division Useful Templates

Template for Financial Review

Chairperson Name

Refer to Meeting Packet

Account #	Name	*As of 1 Oct 2022	*As of 30 June 2023
650	M&E Division	\$68,796	\$78,649
651	M&E Scholarships	\$338,170	\$368,954
652	M&E BG Dickerson Award	\$3,035	\$2,676
653	M&E EP Pfleider Scholarship	\$26,105	\$25,084
654	M&E Steven C. Potter Scholarship	\$65,881	\$64,102
655	M&E Harry Parker Award	\$10,603	\$10,418
Total		\$512,590	\$549,883

Note: Division Funds and Investment Decision

- Elected to receive our portion of interest, gains and losses and fees for the management of the portfolio. We will be charged our portion of the management fees.
- This does not include regular operating account funds



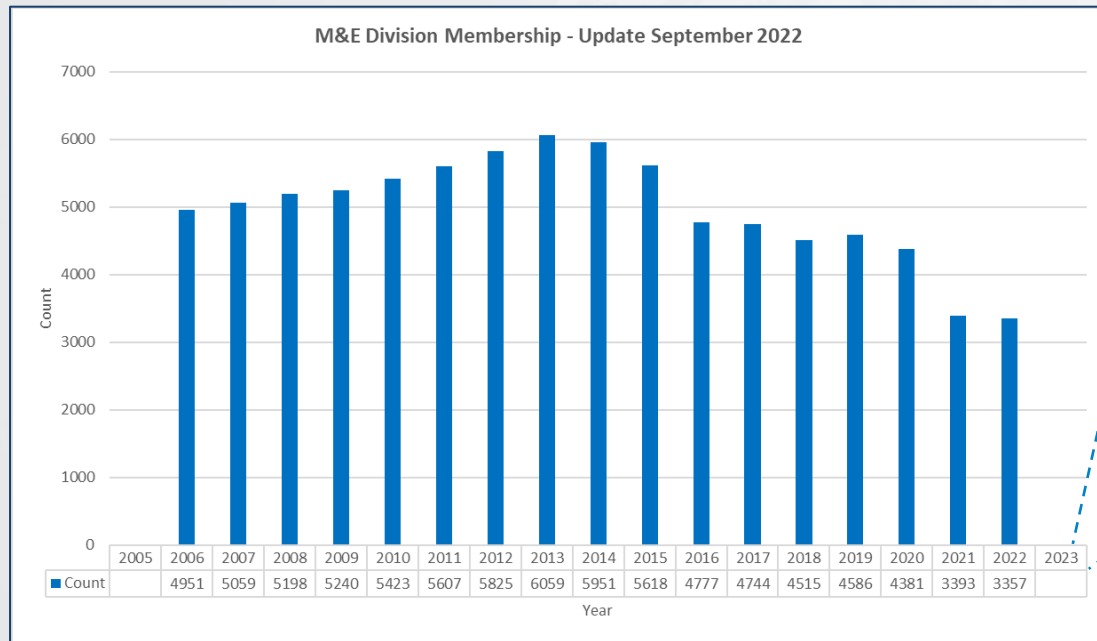
*From: M&E Division Midyear Report to SME BOD

Template for Membership Review

Chairperson Name

M&E Division Membership

(*Decline of ~55% since 2013)



SME Division Membership as of June 30, 2023

- Professional: 2,295
- Registered: 552
- Student: 429
- TOTAL: 3,276
- **-2% growth compared with 2022**

Template for Division Awards

Chairperson Name

Award	Recipient
Ben F. Dickerson III	Not announced
Daniel C. Jackling	Not announced
M&E Distinguished Service	Not announced
M&E Outstanding Young Professional	Not announced
Miner of the Year	Not announced
Harry M. Parker Excellence Award	Not announced
William L. Saunders Gold Medal	Not announced

Template for Committee Updates

Chairperson Name

▪ Strategic Committees

- Association Growth
- Industry Innovation
- Industry Workforce
- Responsible Mining and Underground Construction

▪ Standing Committees (per 2020 SME Strategic Plan)

- Finance
- Nominating
- Structure & Governance

▪ SME Committees

- Government and Public Affairs Committee
- GPAC
- Information Publishing Committee
- Journal Oversight Committee
- Mining Engineering Committee
- SEG Liaison
- SME Research Council
- Student Member Affairs Committee
- Sustainable Development Committee
- Inclusion & Diversity Committee

Template for Rock in the Box

Rock in the Box Editor Name

Calendar

Issue	Topics	Contributor	Status
March	Meet Your Chair		
April	Awards Nomination Process		
May	Minutes of EC Meeting		
June	OPEN		
July	OPEN		
August	OPEN		
September	Overview of M&E Scholarships		
October	OPEN		
November	Summary of Midyear Meeting		
December	Call for Annual Silent Auction Items		
January	OPEN		
February	How to Make the Most of your Annual Conference		
March	Meet Your Chair		

M&E Division Support

- Rock in the Box Content Creator & Editor
 - Editor's Name
- Support from M&E Executive Committee
 - Assist. VC for Prog Planning name
- Articles due first of month prior to month of publication
 - e.g., Article due November 1st for December's publication

CALL FOR WRITERS for YEAR!

Template for PAM updates

PAM Name



- PAM's Name
- PAM's job title
- PAM's company
- PAM's email
- # Sessions

- Session Title
 - Session Chair's Name
- Session Title
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