

FEBRUARY 2019

# CAPPA DIGEST



**CAPPA**

Canadian Association of  
Petroleum Production Accounting



### **What is CAPP?**

The Canadian Association of Petroleum Production Accounting (CAPP), is a Not-for-Profit Professional Association supporting the current and future careers of its members. CAPP provides Education, Advocacy, Information, Resources, and Continuing Professional Development (CPD) critical to the profession of Production Accounting.

### **What are the benefits of Membership?**

CAPP memberships are individual and move with you as the life of your career evolves. Membership is reasonably priced and pays for itself quickly.

#### Member Privileges:

- Weekly e-communications
- Industry Information
- Volunteer Opportunities
- Networking Opportunities
- Career Services
- Affinity Programs discounts
- Member Info Exchange meetings

#### Preferred Pricing for:

- Continuing Professional Development Luncheons
- Continuing Professional Development Seminars
- Conference & Trade Show
- Social & Networking Events

#### Member access to extra website content including:

- Membership Roster
- Job Board
- Salary Survey Results
- Materials from CAPP Presentations
- Online Discussion Forum

### How does CAPP work on my behalf?

- Currently CAPP is lobbying with the Alberta Government in the submission of an application for Self-Regulation which will result in Right of Title and use of Designation by qualified Production Accounting Members.
- CAPP representatives participate on Government, Regulatory, Crown-Industry committees and sub-committees
- CAPP works collaboratively with other Industry Associations & Organizations
- CAPP built, maintains and licenses our Industry recognized Certificate Program in Production Accounting
- CAPP develops and offers a variety of Continuing Professional Development programs in support of life-long learning of our members
- CAPP provides networking and social opportunities to meet others in your field

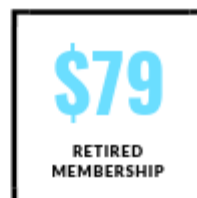
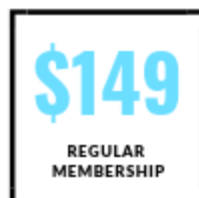
### How does Membership provide Personal Value?

- It tells others that you are invested in your Career and that you hold yourself to high Standards within your Profession
- You will benefit from CAPP's application for Self-Regulation and the accompanying Right of Title and Designation (if meeting criteria)
- It delivers exclusive access to relevant Job Postings
- It provides opportunities for fun and advantageous Social and Networking events
- Equips PAs with exclusive Member Resources and Weekly Information Emails
- Offers affinity perks such as exclusive Home & Auto Rates
- Pays for itself quickly – example: 2-Day Non-member Pass to Education Days costs more than a 2-Day Member Pass plus the price of Annual Membership!

CAPP is an evolving and dynamic organization meeting the needs of Production Accountants.



## Membership Types & Pricing





January 30, 2019

CEO Message:

Thank you for being a CAPPa member!

We are delighted to announce that the first round of Stakeholder Consultation letters have gone out to Industry, Education Institutes, Government, other Associations and more! This is our first public facing step advising CAPPa Stakeholders of our intention to apply for Self-Regulation with the Alberta government. This is a requirement in the process and one we must repeat three times to those who we don't hear from, ensuring they have adequate notice to express an opinion or concern to us or government.

As you know the Professional Governance Unit within the Ministry of Labor had all activity by any party considering an application to stop a couple of years back. We received notice in the fall of 2018 that we could proceed again.

As a reminder, Self-Regulation provides that, through legislation, the Alberta government may delegate self-governing responsibilities to professional organizations. Self-regulation is the government sanctioning, and overseeing our doing so, the responsibility of daily governance of our profession.

We are taking this step, with member support, because:

- It is an opportunity to elevate the standing of Production Accountants;
- It is a professional status deserving of those fully trained and engaged in the career of production accounting;
- It represents our collective identity, our brand as a sector;
- It provides informed choice to those hiring or contracting Production Accountants;
- It provides protection to the public.

As a Self-Regulated association, CAPPa would be empowered to enforce a set of standards of practice and code of ethics to protect the reputation of the profession and protect the interests of stakeholders and the public. Production accounting would be a formally recognized profession with the appropriate levels of standards, competency and practice. Correspondingly, regulation then also protects the professional titles of members. The protected title in our application is "Production Accountant" and the corresponding initials "PA", as production accountants are commonly referred as.

As always if you have any questions or concerns, we would like to hear to hear from you. Email me at [smcfadyen@cappa.org](mailto:smcfadyen@cappa.org) anytime.

Kindly,

Sheila McFadyen  
CAPPa CEO



September 21, 2018

CEO Message:

Thank you for being a CAPPAs member!

You are the leaders of your profession and the believers of the value of your professional association.

As you all know through living it, it has been a very difficult last 4 years. As a small not for profit organization, we have been extremely tested in our ability to ride this out and see the daylight at what we hope is close to the end of challenging times.

Despite some rays of daylight in industry, my question to production accountants is; "do you want a professional association?".

We can attribute lower student numbers, lower membership numbers, lower seminar attendance, lower CPD luncheon attendance, lower golf sign up, and lower conference participation to the economic downturn - but not entirely.

Surveys tell us that the top 6 areas of member value are: Salary Survey, Job Board, Advocacy, Conference, Resources and Seminars, yet we do not see a correlation to membership and event revenue.

Virtually every job ad for production accounting and related job title requires a CAPPAs certificate. Employers clearly see the value in the certificate in production accounting. Hold that thought.

We recently undertook a long 3 year project to overhaul and rewrite our curriculum for the certificate program resulting in a significant expansion of the content delivery! The knowledge that the student will receive has significantly improved and the quality of our new grads will be to a higher level, setting the new PA up for success and providing greater value to their new place of business. We are very proud of the work done on our program. However, this work did incur large costs.

Members tell us overwhelmingly that they are interested in self-regulation and accompanying right of title. This application will also incur time and money.

CAPPAs participates in a number of government and regulatory committees and meetings as well as advocacy on behalf of all production accountants. We are the voice of production accounting. We are here to protect and elevate the brand and careers in production accounting. There is a cost to doing these things.

Members and non-members tell us that conference and continuing professional development seminars are very important. There is a cost to organizing and running these events.

Regardless of the downturn (and arguably perhaps in spite of it) full trained and qualified PAs are critical to company operations.

How will we fund these things for membership without participation? Without all PAs being members? Without all employers fully supporting beyond agreeing our Certificate Program is a necessary requirement for employment?

So my question is, “do you want a professional association?”. Because if PAs (& employers) don’t, then we can wind up. But if they do, and surveys tell us PAs do, then all PAs need to engage. We need current members to be ambassadors and encourage others to be members including those employers (all!) who require PAs to be CAPP certificate holders but who do not necessarily translate that support to dollars.

Tough question. What shall the answer be? As always, we welcome hearing from members and non-members alike.

Sincerely,

A handwritten signature in blue ink, consisting of a stylized, cursive 'S' followed by a horizontal line that loops back under the 'S'.

Sheila McFadyen  
Chief Executive Officer

## Future of Production Accounting 2-Question Survey (Unedited member feedback)

In the evolution of production accounting, what one new aspect/duty do you see being added to the PA role?

- I would like to see PAs directly involved with the field production reporting and attend monthly operations meetings
- Joint Venture Invoicing reconciliation
- Revenue
- Monitoring automated functions implemented to streamline daily operations: BOTs
- Measurement
- Measurement/Meter Analysis
- End-to-end validations ...from field to financial.
- New PA's required to have bachelor level recognized degrees before obtaining the PA certificate/designation.
- royalties/taxes?
- Form A's and forecasting are becoming increasingly critical in our current markets.
- Pipeline contracts
- More EPAP will be diverted from operations to production accounting.
- EPAP
- More problem solving less data entry
- Marketing
- Financial Analysis
- I suspect that more PAs, at least in smaller organizations, will be tasked with more Environmental and regulatory reporting. i.E. Green House Gas reporting)
- collaboration among provinces on Gov. Reporting
- None
- I see a lot more analysis of data being done rather than just reporting
- More analytic duties. Also working with automation.
- GCA
- I do not know
- Measurement schematics
- EPAP
- More data analysis
- Understanding/doing Joint Venture to both answer partner questions & to realize how the two jobs are intertwined
- It depends on how far back you go to compare. 30 years ago PA was strickly volumetric reporting. Now the PA is expected to also do revenue, accruals, royalties, schematics, EPAP, AR analysis
- I can't see anything added in the near future because PA's are already overworked due to the down turn.
- Production accounting is what you make of it. There are so many ways we can add value... I don't think I could add one new role. It is whatever the company requires of me...you need to be adaptable.

- With EPAP more auditing
- Epap
- EPAP
- NONE
- "Greenhouse gas reporting"
- More financial analysis and regulatory compliance
- More analysis
- With the introduction of Robotic Process Automation the role of the PA is going to migrate to an analytical role with less administrative functions.
- In recent years I see our contribution to the EPAP process and ensuring that the data we provide (mostly thru Petrinex) is as accurate as it can be. This should include monthly discussions with your Operations support team.
- Blockchain
- I see everything being done automatically. From gathering field data to submitting splits, partner reporting and Petrinex uploads. The PA role will be more analytical.
- Measurement
- Not fuel, flare, and vent, with the new D060, as most are thinking of as a PA role / function. That stays in the field and measurement which provides appropriate volumetrics. PA's do need an understanding of why and how it affects their applicable facilities. Schematics and delineation has been covered but it's not commonly understood the connectivity to the FDC system in how and why the system is set up accordingly and what they should or shouldn't use.
- Analysis of volumes and budget variance
- Measurement
- Be part of the EPAP compliance/review for the company. Be part of the revenue accrual process. Crown invoicing, validation/review
- An increase in the level of technical skills and knowledge required to successfully & efficiently carry out the complete role.
- Marketing
- Joint venture

**CAPPA**  
**Subject Matter Expert (SMEs)**  
**needed**



## Future of Production Accounting 2-Question Survey (Unedited member feedback)

Similarly, what pivot (change/reinvention) would you like to see for CAPPA to rejuvenate as an organization serving our members?

- Offer more courses on-line regarding processes of production reporting.
- Cappa can start by using a legit salary survey where it asks for exact salary + bonus earned instead of a \$25,000 bracket which automatically removes any accuracy of the survey. The cappa website also needs a public forum message board that any member can post public message threads and anyone else can contribute and answer. We need to open the lines of communication and allow people to be able to openly discuss and interact with each other again.
- Getting people hired that are not a Senior PA
- More integrated online courses. Updated course material for 2019 changes in accounts BC specifics.
- Measurements
- Measurement/Meter Analysis
- More variety of industry training, member FAQ's.
- PA membership should be shown as a value added to each organization, and promoted as such, therefore the standards to receive it should be raised. Also, making a certain number of hours per year of training mandatory and not optional to ensure a high standard for its members would be a good change.
- can't think of anything
- I really don't have any changes to suggest. I think CAPPA has done a great job offering cost effective education sessions that do not require a significant amount of time out of the office. The addition of the Information Exchange sessions is excellent as well and I would love to see those continue.
- Not sure
- Instead of lunches, do informational dinners, or wine and cheese events.
- How measurement, epap & PA roles are closely related
- Needs to be evolving, ever changing and growing with the industry. Also needs to show current PA's how to grow in our careers with the ever changing environment
- An advanced program that is actually advanced and not seminars. Information is not going to be retained and applied during a day course. Improvement to existing CAPPA program and that gives PA's more than just base knowledge.
- management role
- A big issue in this environment is COST. Many PA's are unable or unwilling to participate as every meeting or gathering seems to require a payment. CAPPA needs to evolve where it can provide support to the industry without the costs being out of hand. Do smaller venues, or without meals costs being issues. People want to participate but cannot when there is a fee everytime. One option to balance is too perhaps look at increasing the annual fee so that it becomes an all in cost.
- proper information system on all levels of industry and the effectiveness.
- None

- I would like to see more financial accounting continuing education courses. There was one in the fall which i thought was a great idea
- More cooperation and communication among the membership
- Online blog, job postings being emailed out (not just courses or seminars), etc.
- I am not sure
- Events outside of Calgary. Not all production accountants are in Calgary and we don't necessarily have to opportunity to attend events there.
- Teaching manual calculations/allocations
- Address upcoming changes to our industry due to automation
- The 'teaching' that to be a PA you need to understand how other departments in companies affect the job and how the PA can be instrumental in a company's success if they willing engage in their role. A lot of companies are starting to look at the PA role as not being needed as too many want to just push buttons to do their job and companies are starting to feel that it can be done by computer systems.
- "Organizations such as CAPPAA have less and less relevance. Members go to work and want to go directly home. They work thru lunch due to tight deadlines, and therefore going for lunch or socializing after work is becoming less and less not only in PA but all aspects of the oil industry. More is being done by fewer people. Training is so rarely done and generally you have to learn on the job. Industry doesn't seem to want to spend either the \$\$ nor time to send employees out for training.
- This would then eliminate both the education as well as the networking aspects of CAPPAA. I have been in the industry for over 30 years, and I have no ideas on how CAPPAA could reinvent themselves to become more relevent to PA's and industry on a whole. BC and Indian Oil & Gas joined Petrinex and I saw no sign of CAPPAA..but each jurisdiction held their own training sessions, so is CAPPAA a duplication.
- I do not know how you can become a recognized leader both with PA's as well as industry. "
- I love the seminars being offered. I'm so happy to see CAPPAA doing courses for PA's that are already working in PA.
- Think outside the box.... perhaps teach economics on some scale?
- Like other designations for example Safety roles; it would very much help our careers if we could put letters behind our signatures that meant we were member of a professional association - CAPPAA
- More revenue accounting.
- Be open-minded and ensure competent, experienced and knowledgable people are running the CAPPAA organization who are open-minded and have the ability to use critical thinking.
- ORGANIZE PA 1 OR 2 DAY SESSIONS NOT DURING DEADLINE DAY
- "more mentoring for the junior members to transfer this accumulated knowledge from workers that soon wont be working.
- "
- Better understanding of measurement, allocations and especially how production accountants can be more analytical
- Lower membership fees, a job board that industry uses, more low cost after work networking evebts

- We need stricter prerequisites to get into PA. Potentially we could require a university degree prior to starting the PA program similar to the CPA program. We need to ensure candidates have strong analytical and communication skills. Ideally they would have more IT skills, ability to build queries, work with Tableau and Power BI.
- In my many years as a PA, I find that the knowledge of what is physically happening in the field is sometimes lost. Though thru EPAP & schematic reviews are helping. The biggest issue I have come across is how PA's & their software handle condensate when recombined into the gas stream, which can cause loss of revenue on the producer side (initially, until it is caught and a prior period amendment done). I would like to see Webinars (so more PA's can "attend") that remind us all of the all the little things we need to remember and be aware of. We're not just data entry/Petrinex reporters, we should be analyzing the data BEFORE we put our name to the Petrinex reporting.
- Expand education program to be more in depth and include practicum internship for 1 year before being granted diploma ( not certificate) similar to other professional designations
- I would like to see more emphasis placed on data integrity (how to determine when something is wrong), analysis (what to look for) and how to explain to management what answer has been found.
- Publish Tips/Tricks & informative articles in a searchable archive.
- There are too many repeat luncheons and presenters, newer ideas and people would generate new interest.
- Not sure. I think we should be looking at technology (bots) and how they can change our jobs.
- Hands on grass roots training with industry softwares
- Relevant hands on information/exchange on industry changes. Reinvent your learn luncheons. Add additional value (ie. more networking opportunities)
- Offer more opportunities to learn the technical/analysis, field, mechanical, engineering side of things.
- continuing education
- Not sure



Do You Have An Interest In Serving On  
The CAPP Board of Directors?



## What is on the CAPPA website?

Upcoming Seminars

Upcoming Luncheons

Upcoming *Free* Membership Info Exchange Meetings

Important News on our Landing pages such as Directive 17 with changes highlighted,

AER Updates, SK New Penalty Updates, BC Reporting news and more

News, Resources and Info page for regulatory bulletins and other industry news

Online Forum to post a question/get an answer from your colleagues

Special Benefit Programs for Members Only

Member Spotlights

CEO Messages

EPAP documents

Presentation and Conference documents

Self Regulation Information and News

Job Board

Member Directory

Salary Surveys

Certificate Program Information

Advanced Certificate in Production Accounting information

Sponsorship and Advertising Opportunities

Volunteer Opportunities

Photo Album

And so much more!





## UPCOMING EVENTS

2019

### March

- 19 – CPD Luncheon: Methane Reduction Regulations Update (and impacts to PA)
- 20 – Seminar: Data Manipulation with Excel for Production Accountants – Part 1
- 21 – Seminar: Data Manipulation with Excel for Production Accountants – Part 2

### April

- 24 – Seminar: Schematics and Facility ID

### May

- 23 – Seminar: EPAP CAI Process – Unlock the Potential

### June

- 19 – Luncheon: Economic Update
- 20 – Seminar: Directive 17 for Production Accountants





### **Member Info Exchange**

These forums are for the Association, Board and Members to share information, stay on top of current regulation and issues, exchange ideas and discuss items of importance to our membership.

The meetings will be at no charge and will be held roughly quarterly depending on membership reception.

Next Meeting: February 22<sup>nd</sup>.



**NEW!**

**CAPPA Certificate Program: Oil and Gas Production Reporting and Accounting**  
Commencing Fall 2019

**Course 1 (Previously “Level 1”) – Introduction to the Oil & Gas Industry – 42 hours**

This course is for those who are planning on moving into a career in the oil and gas field as well as for those who are employed in the petroleum industry or another related industry who just want to increase their knowledge of the oil patch.

The course provides an excellent overview of the Petroleum Industry including geology, exploration, land and scouting, reservoir engineering, economics, enhanced recovery, drilling, completions and workovers, production operations, oil pipelines, transportation, refining and marketing and the roles of the production, revenue and joint venture accountants.

**Course 2 – Field Data Capture, Raw Data, Well Production & Joint Venture – 27 hours**

This course will assist students in understanding the sources and types of available information specific to the operation of wells. Topics include; the sources and usage of field data, raw data, well production data and specific data required for Joint venture operations.

**Course 3 – Water and Water Volume Confirmations, Oil and Oil Splits – 24 hours**

The product flowing from a well is made up of multiple components. In this course students will learn to how to confirm the water and water volume output and the oil and oil splits of producing wells.

**Course 4 – Gas and Gas Splits Allocations – 27 hours**

It is important to be able to monitor and allocate the production of a well in order to ensure accurate compensation. Gas produced from a single well can be examined as the production of a single well or as part of a large flow. This course introduces students to the calculations and processes required to examine gas production in a single or combined flow.

**Course 5 – Volumetrics: Production Accounting Analysis – 21 hours**

The volume of gas or oil in a geologic formation and the changes that result from the changes in pressure from an underground formation to the surface has direct impact on the profitability and viability of a field. This course will introduce students to the calculations used to determine and examine the recoverable reserves of a field.

**Course 6 – Fee Calculations & Journal Entries, Marketing, Revenue Allocations & Journal Entries, Oil Valuations and EVAP – 27 hours**

This course introduces students to the fee calculations and Journal entries relating to product marketing, revenue allocation, oil Valuations and EVAP.

**Course 7 – Freehold, Override, IOGC & Unitization – 19 hours**

A well or field may be subject to various production, regulatory and royalty conditions that can impact reporting. This course examines the concepts and processes relating to Freehold agreements, Override calculations, IOGC and Unitization.

**Course 8 – Crown Royalty Calculations, Reconciliation & Journal Entry, Gas Cost Allowance, Tax Levies and Fees – 38 hours**

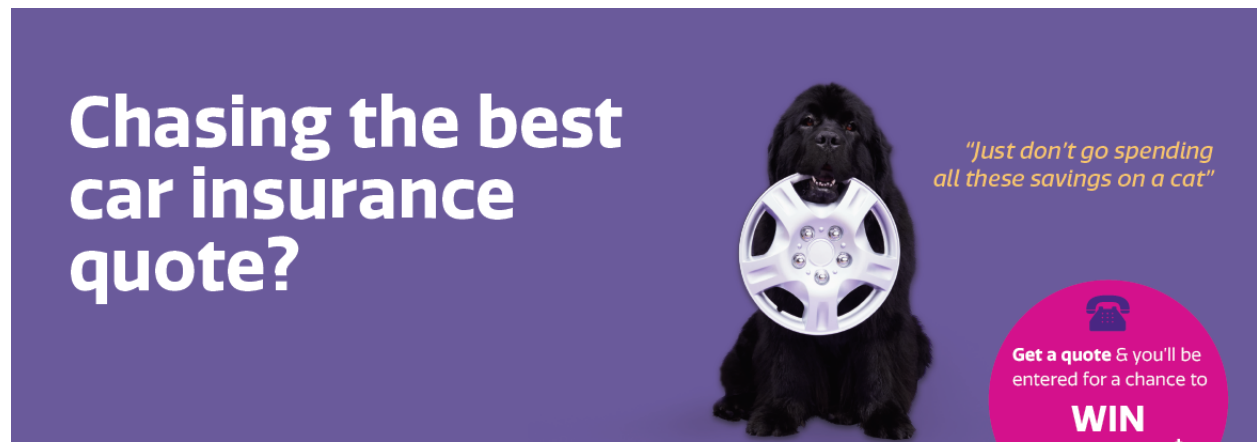
The calculation of Crown Royalties, taxes and fees is important to the reporting of production and earnings. This course introduces students to the calculations and processes used to calculate Crown Royalties, perform reconciliations and complete journal entries related to gas cost allowance, tax levies and fees related to production.

**Course 9 – Production Accounting Software, Accruals, Accounts Receivable Reconciliation & Capstone Case Studies – 39 hours**

Through the use of examples and case studies students will learn how to use production accounting software to calculate accruals and complete accounts receivable reconciliations.

**Course 10 – Measurement, EPAP & Directive 17 and Oil Sands – 25 hours**

This course will introduce students to the unique nature of the oil sands as a source of production and the royalty, cost analysis and reporting requirements for Oil Sands projects. The course also includes activity related to measurement, and compliance with the Enhanced Production Audit Program (EPAP) & Directive 17 Measurement Requirements for Oil and Gas Operations



As a member of CAPP, you can **SAVE UP TO 40%\*** on car insurance through Johnson. Plus, get extra savings when you bundle home and car\*\* or home and travel† - just a little something we learned from man's best friend.

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**CAPP**

Canadian Association of  
Petroleum Production Accounting

**JOHNSON**   
**INSURANCE**  
HOME · CAR · TRAVEL

Johnson Insurance is a tradename of Johnson Inc. ("JI"), a licensed insurance intermediary. Home and car policies underwritten and claims handled by Unifund Assurance Company ("UAC"). Described coverage and benefits applicable only to policies underwritten by UAC in Alberta. JI and UAC share common ownership. Eligibility requirements, limitations, exclusions, additional costs and/or restrictions may apply. \*Full 40% savings amount available on car insurance if the following discounts are applicable: conviction free, member, multi-vehicle, stability, and winter tire. Percentage savings may vary otherwise. \*\*Bundled savings applied to home insurance policies where home and car policies are underwritten by UAC in Alberta. \*Travel insurance products are underwritten by Royal & Sun Alliance Insurance Company of Canada ("RSA"). Valid provincial or territorial health plan coverage required. The eligibility requirements, terms, conditions, limitations and exclusions which apply to the described coverage are as set out in the policy. Policy wordings prevail. JI and RSA share common ownership. †NO PURCHASE NECESSARY. Open January 1, 2019 - April 30, 2020 to legal residents of Canada (excluding NU) who have reached the age of majority in their jurisdiction of residence and are a member of a recognized group of JI with whom JI has an insurance agreement. One (1) available prize of \$25,000 CAD. Odds of winning depend on the number of eligible entries received. Math skill test required. Rules: [www1.johnson.ca/cash2019](http://www1.johnson.ca/cash2019)



# AFFINITY PROGRAMS

CAPPA offers a number of Affinity Programs with special rates and features for our Members





**Refer a Friend/Colleague to CAPP A full membership and receive a \$25 credit on your next CAPP A Seminar\***

For the purpose of this offer, “NEW Full Membership” shall apply to persons who have not been a CAPP A member at any level within the last 18 months.

How to do this:

1. Refer a Friend/Colleague to CAPP A for enrollment as a CAPP A full member (ie not student).
2. Friend/Colleague completes enrollment including payment.
3. Referrer contacts the CAPP A office confirming referral. The office will validate the enrollment of the new member and note credit for future Seminar registration\*.

This \$25 credit has no further cash value and is not transferrable.

\*Credit must be used within 9 months.

## CAPPA Forum

AN OPPORTUNITY TO NETWORK.  
SHARE IDEAS & DISCUSS ISSUES WITH  
YOUR PEERS.



**Purpose:** This online forum was created as a way to collaborate, share ideas and ask questions with your fellow CAPPA members. The goal is to provide a forum for you to network with your colleagues and provide a friendly medium that will facilitate supporting your work and career.

**How to:** Log in to Post your Question, Add a Comment or Response.



# Gallagher

Insurance | Risk Management | Consulting

### Group Benefits for CAPPA Members

Members without group benefits looking to protect the health and welfare of themselves and their family.

### Our Plan Advantages

1. No medical health questionnaire
2. No mandatory waiting periods
3. No deductible or dispensing fees
4. No enrollment or membership fees
5. No advance pre-payment required
6. No exclusions on pre-existing conditions
7. Guaranteed acceptance and renewability
8. Includes life insurance and AD &D
9. 80% direct bill for drugs and dental
10. Members set up own agreement & PAD

### Website

- Landing page - **\$500** Big Box ad for 60 days, **\$400** for Button ad for 60 days
- Non Landing page – Select page availability - **\$400** Big Box ad for 60 days, **\$300** for Button ad for 60 days
- Job Postings - **\$200** each **ad**, runs for 30 days (Partners in Industry Employment receive a 10% discount), **PLUS** Job Alert Button on website, **PLUS** Job Alert Button in 2 consecutive or alternating weekly e-broadcasts to Members.

### Member Communications

- Button ad – in 4 consecutive or alternating weekly e-broadcasts to Members - **\$400**

### CPD Luncheon Sponsorship – **\$1500** - 9 opportunities per year, choose by the month (Ask us about a discounted Annual CPD Luncheon Sponsorship)

- Promotion of your company within e-broadcast luncheon notice
- Promotion of your company within online CPD Luncheon ad
- Attendance of two company representatives
- Table markers at event
- 3 minute intro about your organization
- Introduce speaker

### Seminar Sponsorship - **\$1800** – 6 opportunities per year, choose by month or seminar topic

- Logo recognition in all print, electronic and web media related to the Seminar
- Logo recognition on CAPPA website/event webpage
- Logo recognition onsite
- One Seminar day delegate registration
- Opportunity to provide a door prize

### Honors and Awards / New Grad Celebration – Fall - **\$5000**

- Promotion of your company within e-invitation
- Promotion of your company within online registration page
- Attendance for one company representative
- Signage at event
- Promotional materials available at event
- Present 2 awards/ honors

### Build to Suit

Tell us your needs and we will work with you to develop a win-win Sponsorship opportunity.

**Please note that CAPPA reserves the right to decline sponsorship or advertising without prejudice.**

# Committee & Volunteer Opportunities

Volunteers are a critical asset in supporting the work of the Association. CAPPA depends on the gracious help of member volunteers to advance our work in support of the current and future careers of Production Accountants. There are many benefits to the volunteers who are giving of their time.

## **Annual Conference**

Volunteers meet once a month over the lunch hour for each of the six months prior to Conference. Each volunteer will assume specific responsibility in areas such as Speakers, Venue, Materials, Sponsorship, and Budget. Volunteers will work electronically or in person with their sub-committee members to achieve the group's goals. Volunteer time will be 3-6 hours monthly, for six months and onsite the day of the event.

## **CAPPA Office Support**

CAPPA often has projects that we need volunteer support on which could include research, working with excel, phone calls or other needs. Work can often be done either at the CAPPA office or offsite. Volunteer time is ad hoc.

## **Board of Directors**

The Board of Directors are comprised of a minimum of 5 members and are responsible for the sound governance of the association. Volunteers will attend all Board of Directors meetings and will be involved in various portfolios and activities depending on position. Volunteer time will be 3 – 8 hours per month. Elections are held annually in September and a notice calling for interest in vacant positions will be posted in advance. Please see our Board of Directors page for contact information.

## **Continuing Professional Development (CPD) Seminars**

Volunteers meet once a month by phone or in person over the lunch hour to discuss Topics, Speakers, Planning, Budget and Delivery of CPD Seminars for CAPPA members and guests. Volunteers will work with the CAPPA office and should have an established network of contacts for this role. Volunteer time will be 1-2 hours monthly.

## **Communications Committee**

Volunteers work independently and with other committee members to co-ordinate, write articles, solicit articles and gather newsworthy items for CAPPA communications such as an electronic magazine, newsletter or website. Volunteers should excel in written communications and have an established professional network of industry expert contacts. Volunteer time will be 2-3 hours monthly over the lunch hour.

## **Education**

Volunteers meet a minimum of once a month September to June inclusive. Volunteers will have a minimum of 5 years petroleum production accounting work experience and be successful in their completion of the CAPPA certificate program. Volunteers should also ideally have experience in adult learning. Volunteers will be committed to participating in the content development of a rigorous and up to date education program. Volunteer time will be 3-5 hours monthly.

### Production Accounting Ambassador (at place of employment)

Volunteers make themselves available to staff at their place of business to answer questions about petroleum production accounting careers and the value of the CAPP certificate. Ambassadors are a valuable link between members, their employer and the Association. Volunteers will have completed, or be in the process of completion, the CAPP certificate. Volunteer hours are ad hoc.

### Production Accounting Ambassador (at public functions)

Volunteers will participate in ad hoc events such as Career Expos, Trade Shows, College Campus recruiting events and others. Volunteers should be comfortable speaking to prospective members about a career in petroleum production accounting and the value of the CAPP certificate. These activities are often during the business day and volunteers would need the flexibility to participate in a shift (portion of the day). Volunteers will have completed, or be in the process of completion, the CAPP certificate. Volunteer time is as needed and estimated at 4 hours per quarter.

### Social Events

Volunteers meet once every two months throughout the year. Each volunteer will participate in the planning, budget and delivery of social events and may work with other industry organizations on the events. Volunteer time will be 1-2 hours monthly plus participation at events. Meetings will take place over the lunch hour.



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Medical conditions that are noted, symptomatic or diagnosed prior to enrollment, or during a waiting period are pre-existing to Coverage and not available for coverage. This advertisement is an outline only, the actual policy issued terms and conditions will prevail.

\*All figures calculated as a national average from the OWMA 2018 Cost of Care research, conducted by province. †National average for Pets Plus Us Accident & Illness coverage.



# CAPPA

Canadian Association of  
Petroleum Production Accounting

## Volunteer Application Form for CAPPA members

I am interested in volunteering with CAPPA and will be attaching my current resume to my email along with this form. Please email your completed form to [office@cappa.org](mailto:office@cappa.org)

Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number(s): \_\_\_\_\_

I have an interest in the following areas(s):

- Annual Conference
  - I have the following Conference planning experience:  
\_\_\_\_\_
  - I do not have Conference planning experience but would like to help
  
- Social Events
  - I have the following Social Events planning experience:  
\_\_\_\_\_
  - I do not have Social Events planning but would like to help
  
- Education
  - I have my CAPPA Certificate
  - I am currently working towards my CAPPA Certificate
  - I do not have my CAPPA Certificate
  - I have experience developing post-secondary content. Please briefly describe:  
\_\_\_\_\_
  - I do not have experience developing post-secondary content but would like to help.
  
- Continuing Professional Development Seminars
  - I have my CAPPA Certificate
  - I am currently working towards my CAPPA Certificate
  - I do not have my CAPPA Certificate
  - I have experience developing industry seminar content. Please briefly describe:  
\_\_\_\_\_
  - I do not have experience developing post-secondary content but would like to help
  
- Production Accounting Ambassador at place of employment
  - I have my CAPPA Certificate
  - I am currently working towards my CAPPA Certificate
  
- Production Accounting Ambassador at public functions such as Career Expos
  - I have my CAPPA Certificate
  - I am currently working towards my CAPPA Certificate

Dated \_\_\_\_\_