



COPAS of Colorado Committee Chairperson Responsibilities

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COPAS ANTI TRUST STATEMENT

*****Read at the beginning of each meeting*****

We are meeting to help develop and promote optimal accounting, auditing, and record keeping practices necessary to support oil and gas operations which enhance competition. The meeting will be conducted in compliance with the COPAS Policies on Ethics and Antitrust. We will not agree on price paid to suppliers or charged to customers, endorse or disparage vendors or goods or services, divide markets, or discuss with whom we will do business, nor other specific commercial terms, because these are matters for each company or individual to independently evaluate and determine.

COPAS of COLORADO

Committee Chairperson Responsibilities

(Updated October 2021)

- Schedule dates, times and locations for committee meetings.
- Set agendas and preside over committee meetings.
- Work on trying to increase committee participation.
- Provide monthly committee reports to the COPAS of Colorado Communications Coordinator for inclusion in the COPAS of Colorado newsletters. Deadlines must be adhered to for submissions. This information will generally include information on your upcoming meetings and a summary of your previous meetings. Your name, phone number and email should be included so that members may contact you.
- COPAS of Colorado liaison to the corresponding national committee: accumulate and disseminate information from the national committee. You are also encouraged to attend the semi-annual national meetings to represent COPAS of Colorado at your corresponding national committee. For national COPAS council voting items related to your committee's area, the Board will ask for your committee's recommendation on how the COPAS of Colorado representative should vote.
- Attend the monthly COPAS of Colorado Board meetings and update the Board on your committee activities as needed. This also gives you the opportunity to enlist the Board's help with any problems you may be having and/or get some suggestions to assist you in assuring your committee's continued success. If you are unable to attend a Board meeting, you should try and email a report to one of the Board members to be read on your behalf at the meeting or discuss with the designated Board liaison.
- You are strongly encouraged to coordinate your committee's sponsoring of one of the monthly technical sessions held prior to the luncheon meetings. Advise the Board of your preferred technical session date as soon as possible in the fiscal year. Work with the Vice President/Meeting Coordinator to ensure adequate meeting space.
- Accumulate the required CPE documentation and submit within 45 days of presentations to the Records Coordinator.

Committee Meetings

Most committees meet monthly at a host company. The host company may provide lunch or members may bring a lunch. The tax committee meets monthly over breakfast with members paying individually.

Committee chairpersons should encourage members to provide a meeting room. Alternative arrangements for lunch should be considered in the event there is no host company.

CPE GUIDELINES AND REPORTING FORMS

(Updated August 2015)

- The Colorado State Board of Accountancy requires certain documentation to support continuing education credit.
- Speaker biography, course outline and/or handouts, participant sign in forms and participants' evaluations (form attached) to the Records Coordinator as soon as possible after the qualified meeting.

CPE Requirements

The Colorado State Board of Accountancy **DOES NOT ISSUE SPONSOR AGREEMENTS** to CPE providers.

As of January 1, 2004, the Colorado State Board has adopted the NASBA/AICPA CPE Standards. Colorado does not pre-approve courses or providers. If both the licensee and the CPE provider comply with the NASBA/AICPA CPE Standards, the continuing education will be accepted as meeting the CPE requirements for the Colorado State Board of Accountancy

Providers and certificate holders are responsible for following the NASBA/AICPA CPE Standards. Attached is a printout of the CPE Standards for your convenience.

COPAS of Colorado Guidelines for CPE

Accountants have several reasons for acquiring legitimate continuing education credits: to maintain a CPA license granted by the Colorado State Board of Accountancy, to qualify for membership in the COCPA and/or AICPA, and to maintain accreditation from COPAS as an Accredited Petroleum Accountant.

Each of the programs or organizations listed has their own requirements, including the number of credits which qualify an applicant to continue licensure, membership, or accreditation. Of the three, the Colorado State Board of Accountancy requires the most hours on an annual basis and defines most stringently the programs which qualify for credit. As such, the Colorado State Board of Accountancy rules will be used to define COPAS of Colorado guidelines for continuing education programs. A summary of the Colorado State Board of Accountancy Program Requirements for continuing education is below.

COPAS of Colorado must comply in two ways for their programs to qualify for CPE. First, the programs must meet the standards of the Colorado State Board of Accountancy; and, second, COPAS of Colorado must comply with the sponsor reporting rules. Each is summarized below.

STANDARDS	PROOF
Content: Contribute to the professional competence of the participant. Program content is current.	Outline, handouts
Instructor: The program is developed by a person qualified in the subject matter and in instructional design. Instructors should be qualified in both subject matter and teaching methods. "Qualification is presumed if the instructor has obtained sufficient knowledge of the material presented through formal training and experience."	Biography of Speaker including education and work background
Review: Programs are reviewed by another qualified person other than the preparer to ensure compliance with the standards.	Committee Chairman should sign off as reviewer
Level of Program: Program should specify level of program and prerequisite knowledge of participants.	Participant Sign-In Form, Evaluation Form
Facilities: Number of participants and physical facilities should be consistent with the teaching method specified.	Evaluation Form
Evaluation: All programs should include an evaluation.	Evaluation Form
Credits: Each "classroom" contact of 50 minutes of contact equals one CPE credit. A minimum of one CPE credit is required for each program.	Outline, handouts
REPORTING REQUIREMENTS (5 yr. Record Retention Requirement)	
Record of participation	Participant Sign-In Form
Outline of course	Outline
Date	Outline
Location	Outline
Instructor(s)	Outline
Number of Contact Hours	Outline

National Meetings and Travel Reimbursement Policy

OVERVIEW

COPAS of Colorado encourages committee chairpersons to attend national meetings when there is a corresponding National Committee. Approval from COPAS of Colorado Board of Directors is required prior to incurring travel expenses.

POLICY AND EXPENSE FORM

The Travel Reimbursement Policy and current Expense Reimbursement Form are attached.

FISCAL YEAR APPROVALS

The COPAS of Colorado Board of Directors has approved:

Allowable travel expenses up to \$1,200.00 (See Policy and Travel Expense Reimbursement Form) will be paid for one of the two national meetings for up to one (1) member from each committee with a corresponding National Committee. Note that this is for one meeting not both. For example, a representative from the Revenue Committee can select whether to submit a reimbursement request for the Fall or Spring National Meeting for a maximum fiscal year reimbursement of \$1,200.00.

The COPAS of Colorado Board of Directors will continually monitor available funds and will revise the current policy should funds become available.

Link to COPAS National Materials

The COPAS National website provides useful information for Committee Chairs that deals with Committee steering. Go to www.copas.org. Login to your account, go to your “Dashboard” then click “Governance, Procedures, & Logos” select “Leadership Handbook”. Section 5 in the Leadership Handbook has the Committee Chair Steering Information.