



COMPOSITE PANEL ASSOCIATION

Advancing the wood-based panel and decorative surfacing industries

19465 Deerfield Avenue, Suite 306, Leesburg, Virginia 20176
Tel 703.724.1128 • 866.4COMPOSITES • Fax 703.724.1588

POSITION DESCRIPTION

POSITION TITLE: President

REPORTING TO: Board of Directors

LOCATION: Leesburg, Virginia

The Composite Panel Association (CPA), founded in 1960, represents the North American wood-based composite panel and decorative surfacing industries on technical, public policy, quality assurance and product acceptance issues. CPA General Members include the leading manufacturers of particleboard, medium density fiberboard (MDF), engineered wood siding and trim and hardboard in North America, representing more than 90% of industry manufacturing capacity.

CPA Associate Members include manufacturers of decorative surfaces, furniture, cabinets, mouldings, doors and equipment, along with laminators, distributors, industry media and adhesive suppliers committed to product advancement and industry competitiveness.

CPA is headquartered in Leesburg, VA and has an annual operating budget of \$3 million with 8 full-time and 6 part-time staff. CPA is considered a tax-exempt association under IRS Code section 501(c)(6).

CPA operates the International Testing Center (ITC), an independent, fully accredited laboratory specializing in formaldehyde testing to support the composite panel industry's compliance with regulatory emissions limits. CPA is also a recognized third-party certifier for regulatory compliance with California and U.S. federal formaldehyde emissions requirements and conducts on-site inspections throughout North and South America.

SCOPE AND RESPONSIBILITIES:

The CPA President is the chief executive officer, having general supervision and management of the affairs of the Association under the direction Board of Directors and Executive Committee.

The ideal candidate must have a proven track record of successfully managing an organization that provides the highest quality of service to its members, customers and stakeholders.

The following are key responsibilities:

- Lead North American (US, Canada and Mexico) government affairs activities
- Serve as industry spokesperson
- Assist in developing policy
- Implement strategic plan
- Oversee Association budget
- Supervise a strong and effective staff

INTERNATIONAL TESTING AND CERTIFICATION CENTER

73 Lawson Road, Suite 101, Leesburg, Virginia 20175 • Tel 703.724.1128 • Fax 703.724.1588

www.CompositePanel.org

- Foster positive relationships with key allies
- Build coalitions of stakeholders with common interests
- Manage a member-centric organization with an emphasis on customer service

SKILLS AND ATTRIBUTES:

- Diplomacy
- Polished public speaker
- Effective written communications
- Leadership by example
- Problem solver
- Team builder, mentor, consensus builder
- Ability to communicate in French or Spanish is a plus

EXPERIENCE REQUIRED:

A bachelor's degree or related advance degree is preferred. The successful candidate must have a minimum of 10 years senior and executive management experience in a public or private business and/or non-profit association. Proven experience in advocacy and public policy issue management is a must. The candidate should also possess strong business and financial acumen to oversee the association budget and operational performance. Experience in the wood products industry is a plus, although not required.

Competitive salary and excellent benefits.

TRAVEL:

Domestic and international travel up to 10 or more times per year.

CONTACT:

Email cover letter and resume to cpaemployment@cpamail.org.