

COQA EXECUTIVE DIRECTOR

Fall, 2011

COQA Executive Director

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- Harry Giles has indicated he will be stepping down as COQA's Executive Director no later than the end of 2012.
- Under Harry's leadership, our organization has gone from being a "group" to being an incorporated not-for-profit organization; our membership has increased; our budget is healthy; our influence and reputation have grown and we have formed stronger ties with the Canadian Crude Quality Technical Association (CCQTA).
- At the June 2011 COQA meeting, Aaron Dillard, Ron Fisher and I were chosen as a search committee, to find a successor to Harry.

COQA Executive Director

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- An opportunity to lead a dynamic group of professionals working to maintain the integrity and consistency of the crude oil streams throughout North America.
- A Board of Directors committed to helping the new Executive Director transition smoothly into the position.
- Able to work out of the home in a part time position.
- It is a paid position.

Executive Director Responsibilities

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- ❑ Manage and supervise the business of the Corporation.
- ❑ Preside at meetings of the Board and of the Members.
- ❑ Promote the Association within the petroleum industry.
- ❑ Represent the Association at other industry meetings and make presentations, as appropriate.
- ❑ Manage the Association's assets, including finances and internet resources.
- ❑ Arrange for all Board and general meetings, including selection of venues, event planning, preparing programs, and inviting speakers.
- ❑ Provide leadership in assuring the Association's objectives are accomplished.

The Ideal Candidate

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- ▣ Able to devote 700-900 hours annually to the leadership of the COQA.
- ▣ Committed to the COQA and its mission and purposes.
- ▣ Relevant industry experience, 10+ years preferred.
- ▣ Desired Competencies-
 - Trust & Integrity
 - Communication
 - Leadership
 - Technical Competence
 - Organizational Skill
 - Effectiveness with Others
 - Patience
 - Perseverance
 - Tenacity

If you are personally interested,
know of someone who is,
or would like to recommend someone,
please contact Aaron Dillard, Ron Fisher, or me.

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