



May 15, 2025

## EXECUTIVE DIRECTOR SOLICITATION PACKAGE

The Texas Life and Health Insurance Guaranty Association, ("TLHIGA") is soliciting proposals from individuals to serve as Executive Director. The TLHIGA's longtime Executive Director, Bart Boles, is retiring at year end 2026. The selected Executive Director is anticipated to start sometime in 2026, subject to approval of the engagement by the TLHIGA Board of Directors. The start date will also be dependent on the transition period required, based on the experience and skill set of the selected individual.

The following attachments are provided for perspective on the TLHIGA and the Executive Director position.

ATTACHMENT ONE	Executive Director Job Description
ATTACHMENT TWO	Qualifications and Applicant Requirements
ATTACHMENT THREE	TLHIGA Organization and Background

SUBMISSION REQUIREMENTS AND TIMELINE – Potential candidates should review this solicitation package and email any questions to TLHIGA General Counsel Dan Price at [dprice@sp-legal.com](mailto:dprice@sp-legal.com). Proposals must be submitted to General Counsel Price on or before July 15, 2025 with the following information through the listed email, mail, or facsimile submission methods:

1. Resume,
2. Narrative of qualifications, interest, available time, and experience for the position,
3. References, and
4. Compensation expectations.

### PROPOSAL SUBMISSION METHODS

Dan Price      Email: [dprice@sp-legal.com](mailto:dprice@sp-legal.com)  
Facsimile: 512-675-6191  
Mail            Shanley Price, LLP  
ATTN: TLHIGA ED Search  
5501A Balcones Drive, Suite 218  
Austin, TX 78731

It is the intent of the TLHIGA Board of Directors at this time to fill the role of Executive Director as a full-time employee of the TLHIGA and not as an independent contractor.

Sincerely,

Ted Kennedy  
Chair, TLHIGA Executive Director Search Committee  
Enclosure



## **ATTACHMENT ONE**

### **Executive Director Job Description**

#### **POSITION SUMMARY:**

The Executive Director is the Chief Executive Officer of the Texas Life and Health Insurance Guaranty Association “(TLHIGA)”. As such, she/he is responsible for maintaining policies, strategies, and plans to effectively fulfill the TLHIGA’s statutory responsibilities and to achieve the goals of the organization as adopted by the Board of Directors. The Executive Director evaluates issues facing the TLHIGA, develops the various means available to address the issues, makes reports and recommendations to the Board of Directors, and implements the necessary arrangements and decisions to carry out the directives of the Board of Directors.

#### **RESPONSIBILITIES:**

##### **1. General Operational Duties**

- 1.1. Ensure accountability and compliance with TLHIGA’s governing statute, Plan of Operation, Bylaws, budget, all agreements in which the TLHIGA has entered, and terms of covered insurance policies
- 1.2. Identify issues for posting on Board of Directors and committee meeting agendas preparation of meeting briefing material, presentation of issues during meetings, and finalization of summaries of the official minutes
- 1.3. Monitor activities for adjustments to governance documents, including Policies and Procedure Manual, Business Continuity Plan, committee charters, etc.
- 1.4. Monitor Texas Department of Insurance recommended rules and regulations for impact on TLHIGA activities
- 1.5. Manage TLHIGA’s web site and day-to-day network and information technology administration
- 1.6. Manage all TLHIGA staff, including personnel decisions as necessary

##### **2. Management of Policy and Claims Administration Issues**

- 2.1. Analyze insurance policy obligations in each insolvency to determine whether they represent TLHIGA responsibilities
- 2.2. Explore and develop alternatives for addressing the non-cancelable policies that are the TLHIGA’s responsibility (i.e. long-term administration vs. assumption reinsurance) and preparing a recommendation to the Board of Directors
- 2.3. Prepare monthly forecasts of TLHIGA’s claims obligations

- 2.4. Accumulate premium and loss data for submission of premium rate increases with regulators
- 2.5. Manage claims and customer service staff on specifics of policies being administered, claims issues, and application of guaranty association statutory coverage provisions
- 2.6. Drafting all notices and frequently asked questions to be used by the TLHIGA

3. Assumption Reinsurance Activities

- 3.1. Develop Requests for Proposals for actuarial consulting services related to the development of data for assumption offering packages
- 3.2. Draft assumption reinsurance offering packages for policies covered by the TLHIGA that cannot be canceled, including directing the work of actuarial consultants
- 3.3. Evaluate assumption reinsurance proposals and make recommendations to the Board of Directors regarding assumption reinsurance offers
- 3.4. Draft assumption reinsurance agreements
- 3.5. Review assumption reserve transfer calculations and authorize funding

4. Third Party Administrator Procurement and Management

- 4.1. Develop Requests for Proposals as necessary to select third party administrators to provide policy and claims administration or developing documentation to justify third party administration selection without a bidding process (including recommendations to Board of Directors for all engagements)
- 4.2. Negotiate and draft service agreements with third party administrators
- 4.3. Respond to third party administrator requests for decisions on policy language interpretations, policy administration guidelines, and coverage issues on claims
- 4.4. Monitor TPA work for compliance with service agreements and insurance policies being administered through routine communications and performance reviews
- 4.5. Perform accumulations of aggregate claims payment totals for each insolvency to assure compliance with TLHIGA's statutory coverage limits for each line of business

5. Asset Recovery

- 5.1. Identification of collection of overpayments arising from coordination of benefits issues, duplicate claims submissions by providers
- 5.2. Coordinate insurance policy driven asset recovery work (i.e. indemnity reinsurance, subrogation, etc.) with the receivers, including identifying potential reinsurance recovery claims and assembling supporting documentation
- 5.3. Monitoring all court pleadings and reports filed by receivers for impact on the TLHIGA

- 5.4. File original Proofs of Claim with the receivers of insolvent estates and authorize the periodic updates assembled by staff
- 5.5. Negotiate Proofs of Claim issues with receivers, as necessary
- 5.6. Evaluate financial statements from receivers and asset recovery issues for forecasting potential asset distributions to the TLHIGA

6. Litigation Management

- 6.1. Identify specific issues that require legal analysis and forward to General Counsel
- 6.2. Meet regularly with General Counsel on the status of current litigation cases to evaluate resolution options
- 6.3. Provide litigation support and expert testimony as needed
- 6.4. Prepare recommendation to the Board of Directors on litigation strategy and settlements

7. Customer Service

- 7.1. Respond to all consumer, agent, health insurance provider, regulatory, press, and legislative written, phone, or e-mail inquiries regarding TLHIGA statutory coverage limits and exclusions
- 7.2. Provide instructions and phone scripts to staff as necessary to ensure consistent communications on TLHIGA protection

8. External Relationships

- 8.1. Monitor monthly reports from Texas Department of Insurance on insurance companies subject to confidential administrative proceedings
- 8.2. Meet regularly with Texas insurance regulators to review receivership issues
- 8.3. Attend all status conferences with Special Master on Texas domestic insolvencies
- 8.4. Maintain contact with Receivers of insolvent estates
- 8.5. Serve as the TLHIGA's representative on all National Organization of Life and Health Insurance Guaranty Associations ("NOLHGA") insolvency task forces for which Texas is asked to serve
- 8.6. Attend all NOLHGA Members' Participation Council meetings as the TLHIGA's voting representative
- 8.7. Participate in International Association of Insurance Receivers ("IAIR") workshops and events that are relevant to TLHIGA activities
- 8.8. Attend National Association of Insurance Commissioners ("NAIC") meetings for information relevant to TLHIGA activities

EDUCATION, EXPERIENCE, SKILLS:

Required: College degree in business management, finance, accounting, or public administration and at least 5 years executive management experience. Knowledge of all aspects of business including financial, annual budgets, regulatory requirements, court proceedings, etc. Ability to manage people and multiple responsibilities. Travel nationally for TLHIGA business. Represent the TLHIGA in speaking engagements or with the press. Strong oral and written communication skills, organizational abilities, and knowledge of Microsoft Office software.

Preferred: Experience in executive management in the insurance industry reporting to a Board of Directors. Experience with insurance insolvency laws/processes and life, A&H, annuity, and disability insurance policy and claims administration.

WORK HOURS:

Labor Day to Memorial Day: 7:30 AM to 4:30 PM, Monday through Friday; 40 hours per week.  
Memorial Day to Labor Day: 7:30 AM to 4:30 PM, Monday through Thursday, 7:30 AM to Noon on Fridays. Business related travel may require additional hours.

TRAVEL REQUIREMENTS:

Up to 30% nationwide.

REPORTING RELATIONSHIP:

Reports to:	Board of Directors
Positions Supervised:	Controller
	Office Manager
	Office Assistant

Number of employees supervised: 3

JOB CLASSIFICATION:

This position full-time employee position that is exempt under the Fair Labor Standards Act.



## **ATTACHMENT TWO**

### **Executive Director**

### **Qualifications and Applicant Requirements**

#### **Required Qualifications**

- College degree in business management, finance, accounting, or public administration
- At least 5 years executive management experience
- Experience reporting to a Board of Directors and implementing Board actions and directives
- Knowledge of all aspects of business including governance, financial, annual budgets, regulatory requirements, court proceedings, etc.
- Ability to manage people and multiple responsibilities.
- Ability to travel nationally for TLHIGA business.
- Represent the TLHIGA in speaking engagements or with the press. Strong oral and written communication skills, organizational abilities, and knowledge of Microsoft Office software.

#### **Preferred Experience**

- Executive management positions in the insurance industry
- Insurance insolvency laws/processes
- Life, A&H, annuity, and disability insurance policy and claims administration
- Insurance transactions: reinsurance, assumption reinsurance, Third Party Administrator and other service agreements, HIPAA, Business Associate Agreements, insurance claims and disputes
- Nonprofit corporate governance, including working with board of directors, corporate governance documentation, policies, procedures, and best practices
- Open Meetings and open records requirements
- Interactions with Texas Department of Insurance ("TDI") or other insurance regulators, National Organization of life and Health Insurance Guaranty Associations ("NOLHGA"), Texas Association of Life and Health Insurers ("TALHI"), National Association of Insurance Commissioners ("NAIC"), or other insurance-related entities
- Interactions with Texas Department of Insurance ("TDI"), Texas Association of Life and Health Insurers ("TALHI"), National Association of Insurance Commissioners ("NAIC"), or other insurance-related entities



## **ATTACHMENT THREE**

**ORGANIZATION AND BACKGROUND.** The TLHIGA was created in 1973 by the Texas Life and Health Insurance Guaranty Act ("the Act"), Chapter 463 of the Texas Insurance Code, and privatized by the Texas Legislature in 1992. The TLHIGA is a nonprofit organization under 501c(6) of the Internal Revenue Code. It was created to protect, subject to certain limitations, persons specified in the Act against failure in the performance of contractual obligations under life, accident and health insurance policies and annuity contracts, because of the impairment or insolvency of the member insurer who issued the policy or contract. To provide this protection, this association of insurers was created to pay benefits and to continue coverage as limited in the Act.

Membership in the TLHIGA is mandatory for any insurance company authorized in Texas to transact any kind of insurance business to which the Act applies. The current membership of the TLHIGA based on this licensing is in excess of 1,100 insurance companies. Assessments of the members are made by the Board of Directors of the TLHIGA based on estimates of amounts necessary to provide funds to carry out the purposes of the Act with respect to impaired insurers. Any amount in excess of statutory obligations and continuing expenses of the TLHIGA may be refunded by an equitable method at the discretion of the Board of Directors.

Pursuant to the Act, the TLHIGA is governed by a nine-member Board of Directors appointed by the Texas Commissioner of Insurance. Five members of the Board must be chosen from industry member companies, three from the fifty member companies having the largest total direct premium income and two from other member companies. Four of the Directors must be representatives of the general public. Board members serve six-year terms and are eligible to succeed themselves in office.