

# Executive Director Search Committee Meeting October 27, 2025

**Briefing Material** 



#### **Executive Director Search Committee Meeting Agenda**

Monday, October 27, 2025, 2 PM Central Video/Audio Conference and In Person Audio Toll Free Dial In Number: 1.346.248.7799
Meeting ID: 2222127774 Password: 537081973

- Consideration and possible action on consent agenda items:
   A. Summary of the official minutes of the August 20, 2025, meeting\*
- 2. Consideration and possible action on the review and evaluation of Executive Director candidate submissions
  - A. Overview of the Solicitation Package distribution process
  - B. Required elements of submissions, including resume, qualifications, experience, and compensation expectations
  - C. Additional evaluation criteria
  - D. Summary of candidate submissions (detailed review and discussion will be held during the confidential Executive Session)
- 3. Consideration and possible action on Executive Director candidate interview process
  - A. Identification of interviewers
  - B. Review of interview questions and protocols
  - C. Development of interview schedule
- 4. Executive Session
  - A. Review of details of submissions
  - B. Review the necessity for another posting and submission period
  - C. Advice from Counsel
- 5. Consideration and possible action regarding items discussed in Executive Session
- 6. Consideration and possible action regarding report to the Board of Directors
- 7. Consideration and possible action regarding the Committee's next meeting date
  - \* denotes items the Executive Director recommends actions be taken at this meeting

#### **Open Meeting Information**

**Status** Accepted

**TRD** 2025005944

Submitted Date/Time 10/16/2025 07:55 AM CDT

**Agency** Texas Life and Health Insurance

**Guaranty Association** 

**Committee** Executive Director Search Committee

**Meeting Date** 10/27/2025

Meeting Time 02:00 PM

Address 1717 West 6th Street

City Austin
State TX

**Additional** Call TLHIGA at (800) 982-6362 or go

**Information** to www.txlifega.org

#### **Agenda**

The Executive Director Search Committee meeting will be held as a videoconference/teleconference. Attendees also have the option to attend the meeting in-person at 1717 West 6th Street, Austin, TX 78703.

Teleconference meeting access information: Dial in Number (Toll Free): 1.346.248.7799

Meeting ID: 222 212 7774 Password: 537081973

Additionally - to obtain a complete PDF copy of the meeting material please go to www.txlifega.org.

Consideration and possible action on:

- 1) Consent agenda;
- 2) Review and evaluation of Executive Director candidate submissions;
- 3) Executive Director candidate interview process;
- 4) Executive Session;
- 5) Item discussed in Executive Session;
- 6) Report to the Board of Directors;
- 7) Committee's next meeting date.

#### <u>Item 1</u>

Consideration and possible action on consent agenda items:

A. Summary of the official minutes of the August 20, 2025, meeting



October 27, 2025 Executive Director Search Committee Meeting

#### **CONSENT AGENDA**

The following routine, recurring item has been placed on the consent agenda and the associated materials distributed in advance to the Executive Director Search Committee for its review:

1. The summary of the official minutes of the August 20, 2025 Executive Director Search Committee meeting shown on pages 1-2 through 1-4.

The following is a draft resolution to approve the consent item.

**RESOLVED,** that the Executive Director Search Committee of the Board of Directors of the Texas Life and Health Insurance Guaranty Association approves the written summary of the official minutes of its August 20, 2025 meeting.



## SUMMARY OF THE OFFICIAL MINUTES OF THE AUGUST 20, 2025, MEETING OF THE EXECUTIVE DIRECTOR SEARCH COMMITTEE OF THE BOARD OF DIRECTORS

A meeting of the Executive Director Search Committee (the "Committee") of the Board of Directors (the "Board of Directors" or the "Board") of the Texas Life and Health Insurance Guaranty Association (the "Association," "Guaranty Association" or "TLHIGA") was called to order by its Chair, Ted Kennedy, at 9:01 A.M. Central time on August 20, 2025. The meeting was conducted in person and as a videoconference/teleconference meeting in accordance with Section 463.059 of the Texas Insurance Code and the Texas Open Meetings Act.

The General Counsel Search Committee members whose names are set forth below were present for all or part of the meeting and a quorum was present for all votes:

Ted Kennedy James Harrison James Huckaby Frank Beaman

Also, in attendance for all, or part, of the meeting were the following employees of the TLHIGA or contractors of the TLHIGA:

Employees: Bart Boles Jarett Terry Topping Haggerty

General Counsel: Dan Price

Also, in attendance for all, or part, of the meeting were:

Shawn Martin, Texas Department of Insurance ("TDI")

Chair Kennedy noted that proper notice of the meeting was filed on August 11, 2025 and published in the Texas Register in accordance with the Texas Open Meetings Act. He directed that a copy of such notice be attached hereto and be made a part of this written summary of the official minutes of the meeting. Chair Kennedy declared that a quorum of the Committee was present in accordance with the Texas Open Meetings Act.

This is a written summary of the proceedings of the meeting of the Executive Director Search Committee of the Board of Directors of the Texas Life and Health Insurance Guaranty Association held on August 20, 2025. The official minutes are recorded digitally. The compact disc(s) or digital recordings relating to the open portion of the meeting and all related non-confidential written materials provided to the Committee for such meeting are kept in secure storage at the Association's office. The compact disc(s) or digital recordings relating to the Executive Session portion of the meeting and all related confidential written material related to the Executive Session portion of the meeting are custodied with the Association's bank. Details regarding matters described in this summary can be obtained by reviewing the official minutes. The non-confidential written material related to the meeting provided to the Committee should be deemed an attachment to this summary.

#### Item 1 Consideration and possible action on consent agenda items

Upon a motion made by Director Harrison and seconded by Director Huckaby, the Committee unanimously adopted the following resolution:

**RESOLVED,** that the Executive Director Search Committee of the Board of Directors of the Texas Life and Health Insurance Guaranty Association approves the written summary of the official minutes of its July 28, 2025 meeting.

## Item 2 Consideration and possible action on the revisions to the Executive Director solicitation package and distribution process

Mr. Price reviewed with the Committee the updates made to the solicitation package as requested by the Committee at its last meeting. He stated the changes include the opportunity to submit for the Executive Director position as either an employee or as an independent contractor and a detailed description of the current non-salaried benefits offered for the position if filled as an employee.

Mr. Boles reviewed the proposed requirements for applicants submitting as an independent contractor. He stated these include a list of other clients, staffing and personnel, compensation expectation and structure, disclosure of competing time commitments, and how much time does the independent contractor expect to spend in Texas discharging the Executive Director duties.

The Committee reviewed the entire updated solicitation package, letter from the Chair, and attachments for clarity and specificity and instructed Mr. Boles and Mr. Price to make some adjustments to the language. Mr. Boles stated the corrections and edits would be made and black-line and clean versions will be distributed to the Committee.

Mr. Boles stated the notice to apply for this position will again be placed on the TLHIGA website, in the National Organization of Life and Health Insurance Guaranty Associations (NOLHGA) Wire and on International Association of Insurance Receivers (IAIR) website. Mr. Price stated he will also post the position on the LinkedIn jobs page.

Mr. Boles reported the updated solicitation package will be distributed on September 1, 2025 with submissions due on, or before, October 15, 2025.

#### **Item 3 Executive Session**

Chair Kennedy stated the time to be 9:35 A.M. on August 20, 2025, and that he was recessing the regular session of the meeting in order for the Committee to meet in Executive Session, pursuant to the Texas Open Meetings Act.

Chair Kennedy stated the time to be 9:58 A.M. on August 20, 2025, and the Executive Session of the Committee meeting had concluded and that he was reconvening the regular session of the Committee pursuant to the Texas Open Meetings Act.

#### <u>Item 4 Consideration and possible action regarding items discussed in Executive Session</u>

No actions were necessary from the Executive Session discussion.

### Item 5 Consideration and possible action on remaining steps and timeline in the selection process

Mr. Boles reviewed with the Committee the remaining timeline for the Executive Director search process.

#### <u>Item 6</u> Consideration and possible action regarding the Committee's next meeting date

The Committee confirmed that its next meeting will be held on October 27, 2025.

There being no further business, Chair Kennedy stated the time to be 10:07 A.M. and the meeting of the Executive Director Search Committee of the Texas Life and Health Insurance Guaranty Association that was held pursuant to the Texas Open Meetings Act was adjourned.

#### Certification

The undersigned hereby certifies the foregoing is a true and accurate written summary of the proceedings of the August 20, 2025 meeting of the Executive Director Search Committee, approved by the Committee at its meeting held on October 27, 2025.

Ted Kennedy, Chair, Executive Director Search Committee

#### Item 2

Consideration and possible action on the review and evaluation of Executive Director candidate submissions

- A. Overview of the Solicitation Package distribution process
- B. Required elements of submissions, including resume, qualifications, experience, and compensation expectations
- C. Additional evaluation criteria
- D. Summary of candidate submissions (detailed review and discussion will be held during the confidential Executive Session)



#### REVIEW AND EVALUATION OF EXECUTIVE DIRECTOR CANDIDATE SUBMISSIONS

#### **EXECUTIVE DIRECTOR SOLICITATION PACKAGE SUBMISSIONS**

During its August 20, 2025 meeting, the Executive Director Search Committee reviewed a draft, revised Executive Director Solicitation Package. The specific revisions requested during the meeting were made and shared with the Committee after the meeting.

On August 29, 2025, a notice was published in the *NOLHGA Wire* regarding the expanded Executive Director search process, the availability of the search solicitation package on the TLHIGA's website, the contact information for General Counsel Price, and the October 15, 2025 deadline for submissions from interested persons. A similar notice was also posted on LinkedIn jobs page and the International Association of Insurance Receivers ("IAIR") website.

#### **SUMMARY OF CANDIDATE SUBMISSIONS**

The solicitation package required applications to be submitted to General Counsel Dan Price on or before October 15, 2025. The timely submissions were securely distributed to the Committee for review prior to the October 27, 2025 meeting. A summary of applications received without disclosing applicant names will be provided in open session of the meeting.

#### REQUIRED ELEMENTS OF SUBMISSIONS

The following list of required information from the solicitation package is being provided for the Committee to consider when each submission is discussed in the confidential Executive Session of the October 27, 2025 meeting:

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

In addition, any applicants submitting as an independent contractor through a firm must also provide:

- 1. The name of the entity and confirmation of legal corporate existence, if applicable,
- 2. Relevant qualifications of the entity,
- 3. References for the entity's prior relevant experience,
- 4. Staffing and personnel anticipated to provide services under the engagement,
- 5. The compensation structure, i.e. monthly or annual flat fee, hourly rate, payment methodology and frequency, anticipated hours to be committed, and whether additional fees will be required after a specified number of hours in a month,
- 6. Disclosure of time commitment for this engagement and other clients, and
- 7. Anticipated amount of time to be spent in Austin, TX.

The Committee will need to discuss the necessity and process for follow up verification for any of these elements.

#### **ADDITIONAL EVALUATION CRITERIA**

Pages 2-3 through 2-9 are three attachments from the solicitation package. Attachment One is the Executive Director Job Description. Attachment Two provides the qualifications and application requirements all applicants must provide. Attachment Three details the independent subcontractor submission requirements. These details should be reviewed and compared to the information submitted by each applicant. The results of each Committee members comparison will be discussed during the Executive Session.



## 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. <u>Third Party Administrator Procurement and Management</u>

- 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. <u>Asset Recovery</u>

- 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. <u>Customer Service</u>

- 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 (For All Applicants)

#### **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"),
  International Association of Insurance Receivers ("IAIR"), Texas Association of Life and
  Health Insurers ("TALHI"), National Association of Insurance Commissioners ("NAIC"), or
  other insurance-related entities



## ATTACHMENT THREE Independent Contractor Submission Requirements

Applicants applying as an independent contractor must provide the following information with their application submission.

#### <u>Identity and Qualifications to Serve as Independent Contractor</u>

Regardless of whether the individual applies as an employee or an independent contractor, the THLIGA is hiring an individual for the role of Executive Director. The individual applying to be named Executive Director should meet the qualifications and application requirements as provided in the cover letter and as outlined in ATTACHMENT TWO.

If presenting a proposal to serve as Executive Director through a legal entity, please provide the following information:

- The name of the entity and confirmation of legal corporate existence.
- Relevant qualifications of the entity.
- References for *the entity's* prior relevant experience (This is not a substitute for the person's relevant experience. Both should be provided.)

#### **Staffing and Personnel**

In addition to the individual applying to serve as Executive Director, please provide a description of staffing and personnel anticipated to serve with the Executive Director under the independent contractor's engagement. For each such person identified, provide the person's role in the engagement and relevant qualifications.

#### Compensation

Provide a detailed explanation of the compensation the independent contractor proposes to receive including whether the proposed compensation will be a monthly or annual flat fee, an hourly arrangement at a specific hourly rate, or some other proposed structure. In your proposal, described the payment methodology and frequency, including whether additional fees will be sought for hours in excess of a specified number of hours in a month.

#### **Disclosure of Competing Time Commitments**

The Executive Director of the TLHIGA requires a commitment in terms of time to the organization. If engaged as Executive Director, please identify the time the individual serving as Executive

Director anticipates committing to the engagement, time commitments for other clients, and anticipated time to be spent in Austin, TX.

#### Item 3

Consideration and possible action on Executive Director candidate interview process

- A. Identification of interviewers
- B. Review of interview questions and protocols
- C. Development of interview schedule



October 27, 2025 Executive Director Search Committee Meeting

#### **EXECUTIVE DIRECTOR CANDIDATE INTERVIEW PROCESS**

The Executive Director Search Committee will conduct interviews of candidates during November and December. The information below is being provided to support the interview process.

#### **IDENTIFICATION OF INTERVIEWERS**

The Committee should determine who will participate in the interviews in addition to the Committee members, the Executive Director, and General Counsel.

#### **INTERVIEW QUESTIONS AND PROTOCOLS**

The Committee will develop a list of questions to be asked of all applicants and determine the time allotted for each interview along with any other interview protocols. A preliminary list of questions is provided on page 3-2.

#### **INTERVIEW SCHEDULE**

The Committee should determine which candidates will be interviewed and confirm that the interviews will be conducted virtually. The meetings must be noticed and conducted in compliance with the Texas Open Meetings Act. The required notice and agenda will be filed with the Texas Secretary of State seven days prior to the meeting. The Committee must review its availability for various dates listed below, the time allotted for each interview, and how many interviews will be conducted during a single meeting. Possible dates are:

November 2-6

November 9-13

November 16-20

November 23-24

November 30-December 4

December 14-18

#### INTERVIEW QUESTIONS FOR EXECUTIVE DIRECTOR CANDIDATES

- 1. Why are you interested in this position?
- 2. What is your philosophy regarding the role of the TLHIGA, and its Executive Director, in the insurance marketplace?
- 3. What is your view of the roles of the Executive Director and the Board of Directors in TLHIGA operations?
- 4. How do you envision the Executive Director's interactions and reporting to the Board of Directors?
- 5. What skills, expertise, or talents do you have that you think distinguish you for this position?
- 6. What is your approach in interactions with regulators, particularly the Texas Department of Insurance?
- 7. Describe your experience with, or understanding of, receivership proceedings, including the Special Master receivership process in Texas.
- 8. Describe your experience with, or understanding of, the life and health guaranty association system, including the National Organization of Life and Health Insurance Guaranty Associations (NOLHGA).
- 9. Describe your experience with, or understanding of, the Texas Open Meetings Act and Texas Open Records Act.
- 10. Describe your policy and claims administration experience for life, health, and annuity lines of business.
- 11. Describe your data privacy and security practices for transmitting and maintaining Non-Personal Public Information and Protected Health Information
- 12. What are your compensation expectations/requirements?

#### <u>Item 4</u>

#### **Executive Session**

- A. Review of details of submissions
- B. Review the necessity for another posting and submission period
- C. Advice from Counsel

#### <u>Item 5</u>

Consideration and possible action regarding items discussed in Executive Session

#### <u>Item 6</u>

Consideration and possible action regarding report to the Board of Directors



October 27, 2025 Executive Director Search Committee Meeting

#### REPORT TO THE BOARD OF DIRECTORS

The Executive Director Search Committee will develop a report for its Chair, Ted Kennedy, to provide to the Board of Directors during its October 28, 2025 meeting. The report may include the following search activities that have been, or will be conducted:

- Summary of revised solicitation package distribution process,
- The number of candidate submissions received,
- The evaluation criteria used to evaluate the submissions,
- The candidates selected for interview,
- The development of interview questions,
- · Potential interview schedule, and
- Estimated timeline for remaining search process.

The tentative timeline for the search is as follows:

#### 2025 Activities

October 28<sup>th</sup> (Board of Directors Meeting) - TLHIGA Board of Directors meeting to hear a report from the Executive Director Search Committee with possible recommendation of candidates to be interviewed.

November – December - The Executive Director Search Committee will schedule meeting(s) to interview candidates. Possible meeting dates to conduct interviews are:

November 2-6

November 9-13

November 16-20

November 23-24

November 30-December 4

December 14-18

#### 2026 Activities

January 27<sup>th</sup> - The Executive Director Search Committee will report to the TLHIGA Board of Directors at its January 27, 2026 meeting with a possible recommendation of a candidate.

February – March - Negotiations to engage a new Executive Director.

April  $21^{st}\,$  - Board of Directors meeting to determine the final terms and engagement of a new Executive Director.

May – December - Transition with the current Executive Director (the time period may be adjusted based on the qualifications, experience, and availability of the selected individual).

#### <u>Item 7</u>

Consideration and possible action regarding the Committee's next meeting date



October 27, 2025 Executive Director Search Committee Meeting

#### **NEXT MEETING DATE**

The Committee will discuss when to schedule their next meeting(s) to conduct interviews of applicants, to prepare a recommendation of the individual for the Executive Director position for the Board of Directors to consider on January 27, 2026.