

NATIONAL CATHOLIC SERVICES, LLC POSITION DESCRIPTION

<u>TITLE</u>	Vice President, Claims & Shareholder Initiatives
<u>BRIEF POSITION DESCRIPTION</u>	Claims administration, litigation management, reinsurance administration, shareholder & broker relations, and shareholder risk management programs and initiatives
<u>MAJOR RESPONSIBILITY</u>	Manage The National Catholic Risk Retention Group, Inc. (TNCRRG) claims and shareholder risk management programs
<u>TITLE OF SUPERVISOR</u>	President & CEO
<u>STAFF SUPERVISED</u>	Claim Dept. staff and as assigned/approved by President
<u>PRIMARY FUNCTIONS</u>	<ol style="list-style-type: none">1. Manages the investigation, evaluation, reserving, negotiation, and disposition of all claims involving TNCRRG coverages. Attends mediations, settlement meetings and trials as necessary.2. Establishes, implements, and ensures compliance with TNCRRG claim standards. Establishes, implements, and ensures compliance with TNCRRG Claim Handling Policies and Procedures relating to establishing reserves, controlling indemnity payments, managing claim expenses, and securing reinsurance recoveries.3. Monitors, cooperate with, and audit the underlying insurance claim service providers of Shareholders to assure compliance with TNCRRG Policy Terms, Agreements and Conditions and loss minimization standards. Conducts periodic claim service and litigation management Shareholders visits.4. Participates in policy review and revision meetings with coverage attorneys.5. Maintains timely and effective communications with TNCRRG reinsurers on those claims involving the Reinsurance Agreements.6. Develops, coordinates, and hosts regional Risk Management and Defense Practice Workshops.7. Initiates, develops, deploys, maintains and adjusts as needed Shareholder Risk Management Programs working with both service providers/partners and Shareholders.

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8. Represents TNCRRG as requested by the President & CEO, on business contacts with the Captive Manager; Reinsurers; Actuaries; Auditors; and State Insurance Department.
 9. Participates with the President & CEO in contact with the Shareholders and Brokers.
 10. Works with the President & CEO and the underwriting service provider on coverage expansion, enhancements, and other initiatives.
 11. Coordinates and enhances the relationship with preferred service providers and TNCRRG's Shareholders.
 12. Contributes to the acquisition of new Shareholders and retention of current Shareholders.
 13. Participates in face-to-face meetings with the Shareholders as often as practicable.
 14. Supervision of the Claims staff.
 15. Staff representative on the Stakeholder Relations & Strategic Initiatives Committee responsible for creating the agenda and minutes.

JOB REQUIREMENTS

1. Minimum 15 years of Liability claims experience
2. Willingness to travel at least once per month
3. Extensive mediation and claim value negotiation experience
4. Excellent verbal and written skills
5. Ability to speak to large and small crowds (100+ people)
6. Supervisory/Management experience
7. Coverage interpretation experience
8. Proficiency in Microsoft Office and Claims Management Systems

Please note: The National Catholic Risk Retention Group, Inc. is a non-profit organization owned by entities of the Roman Catholic Church. Its mission and organizational goals reflect the values of the Roman Catholic religion.