

Position Specification

Vice President



TORCH Management Services, Inc.

January 2025

This Position Specification is intended to provide information about TMSI and the position of Vice President. It is designed to assist qualified individuals in assessing their interest in this position.

I. ORGANIZATIONAL OVERVIEW

TORCH Management Services, Inc. (“TMSI”) was founded in 1992 and is the for-profit subsidiary of the Texas Organization of Rural & Community Hospitals (“TORCH”). TORCH is the only hospital association in Texas dedicated specifically to the needs of rural and community hospitals, and all 158 rural Texas hospitals are currently members.

TORCH focuses on providing its member hospitals with the following services:

- Advocacy & Regulatory Assistance
- Educational Events & Conferences
- Communication & Public Relations
- Research & Information
- TORCH Insurance Program
- Grants and Resource Development (through TORCH Foundation)
- Shared Services (through TORCH Management Services, Inc.)

TMSI is dedicated to providing value-added services to TORCH-member hospitals and other rural healthcare organizations. TMSI creates superior products and services that enhance the operational efficiency and cost effectiveness of rural and community hospitals.

Key services provided by TMSI in the past have historically included:

- **Board Education & Strategic Planning**
- **Vendor Selection & Endorsement**
- **Interim CEO Placement & Executive Search**
- **Shared Services & Programs**

TMSI’s programs and services provide financial support to TORCH to assist the association in its ability to carry out its mission to be the voice and principal advocate for rural and community hospitals in Texas.

Other affiliated organizations of TORCH are as follows:

- TORCH Foundation (501(c)(3) non-profit corporation)
- Texas Association of Rural Health Clinics
- TORCH Clinically Integrated Network (CIN)
- TORCH Care Advance (ATLIS/438.6b)

II. POSITION SUMMARY

Under the broad direction of the TMSI Board of Directors and the direct supervision of the TORCH President/CEO, TMSI's Vice President is responsible for management of TMSI and for carrying out the strategic objectives established by the governing board. TMSI's Vice President is directly responsible for general direction and supervision of TMSI operations, financial affairs, programs and services. TMSI's Vice President oversees all existing and new business development and is directly responsible for maintaining compliance with federal, state and local laws.

III. GOALS AND OBJECTIVES

The TMSI Vice President is expected to perform following essential duties and responsibilities:

- Work with the governing body to prepare plans for the future operation and viability of TMSI
- Ensure that all governmental and legal requirements of TMSI are met
- Provide for financial planning for TMSI and promote cost effective operations and provision of contract services
- Oversee establishment and maintenance of appropriate programs and services that support TORCH and its member hospitals
- Market TMSI with timely and effective communication
- Assume full responsibility for the operation of TMSI and be fully accountable for the results
- Provide direction and assistance to TORCH President/CEO with regard to TMSI activities
- Travel as required – member hospitals

IV. CANDIDATE QUALIFICATIONS

Education

- Four year college degree in Management, Business, Administration or a related field

Personal Job-Related Skills

- Ability to provide leadership, overall direction and administration of hospital management and consulting, vendor endorsement, and other shared services

Licensure, Registry or Certification

- Achievement of "Fellow of American College of Healthcare Executives" desired, but not required

Experience

- Prior work experience
 - Five or more years health care management experience or related business organization

- Technical training
 - None required

Salary

- Commensurate with relevant work experience

V. PROCEDURE FOR CANDIDACY

Resumes or curricula vitae should be submitted to:

jhenderson@torchnet.org

Email Subject Line: TMSI VP Position Submission
or

TORCH

Attn: TMSI VP Search
3309 Forest Creek #305
Round Rock, TX 78664