



Board Policies

ADD 4.7- Exiting Board Members

Policy Type: Additional Policies
Policy No.: ADD 4.7
Policy Title: Exiting Board Members
Monitoring: Frequency—Annual as reflected in the Board Calendar

When a board member resigns or is removed from the board, the following items shall be completed by the board secretary and board president or by his/her designee. The board vice president will substitute if the departing member holds one of these roles.

- Receive and retain a letter of resignation from the board member
- Instruct other members to remove the board member from any board email groups
- Remove the board member from sharing of all board related Google Docs
- Move the board member's contact info to the "Past Board Members" section of the Board Contact Information Google Doc.
- Remove the board member from the Board of Directors section of the school website
- Board President will conduct an exit interview with the exiting member and share the resulting feedback with the rest of the Board.
- Exit interview questions include:
 1. In your time working with the board, think of when things were really clicking and working well. What was the board doing? What was happening to make it a good experience?
 2. When you think about the school and you picture a time or place when everyone is working well together, what do you see?
 3. What would you have liked more of when you were on the board?

Adopted by Board: October 11, 2016
Revised/Reviewed by Board: May 26, 2020
(continue adding Revised/Reviewed dates)