



## **Board Policies**

### **ADD 4.7- Exiting Board Members**

Policy Type: Additional Policies  
Policy No.: ADD 4.7  
Policy Title: Exiting Board Members  
Monitoring: Frequency - Three-year Review Cycle

When a board member has a term that ends, 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.

- For a resigning board member, receive and retain a letter of resignation.
- Offboarding to include implementing all agreed upon procedures regarding document ownership, security, and access
- All exiting Board members will have access to and opportunity for an exit interview conducted by up to 2 Board members of their choice

Adopted by Board: October 11, 2016  
Revised/Reviewed by Board: May 26, 2020  
Revised/Reviewed by Board: December 18, 2023

(continue adding Revised/Reviewed dates)