

EXITING BOARD SERVICE

Voluntary exit from Board service:

A Board Director may, for personal reasons, leave Board Service mid term (moving out of the District, etc.).

At the end of their elected term, a Board Director may decide not to run for re-election.

Involuntary exit from Board Service:

A Board Director may fail to win re-election to their seat.

A Board Director may be removed from the Board based on disciplinary action as stated in Board policy GP 4.5 and 4.6.

Complete these actions at least **one day prior to your last day of Board Service:**

Inform the District Administrative Assistant of your current contact information:

It is important for the District to have this information to send tax documents and any other items to you in a timely manner.

Return Board Materials to the District Administrative Assistant:

- The RealBoard® toolkit series of 4 books
- Book: Alsbury, T. (2015). *A Balanced Governance Approach*.
- Book: *Robert's Rules of Order*

Return District issued items to the District Administrative Assistant:

- District issued laptop (wiped), cord and charger
- District ID badge and lanyard
- District School Board magnetic name tag
- School Board business cards

Complete your outstanding Committee Work

- Complete unfinished committee work or compile a list of unfinished items and share it with your Committee chair.
- Share Committee documents stored on your computer with the Administrative Assistant and your Committee Chair.

OPTIONAL: You are invited to participate in exit interviews with the Board Chair and the Superintendent. Sharing your valuable experience as a Board Director can inform the ongoing effectiveness of the Board. Contact the Administrative Assistant to schedule your exit interview(s).

The District thanks you for your dedicated service as a School Board Director!