

Procedure	Exit Interview for Vacating Board Members
Section	Board of Health
Number	02-06
Procedure Lead	Board of Health
Approval Level	Board of Health
Original Approval	2025-MAR-20
Reviewed/Revised	
Next Review	2027-MAR-20
Associated HKNP Forms	Form - Board of Health Member Exit Interview

PROCEDURE

PURPOSE

The purpose of this procedure is to allow the Board of Health to obtain suggestions and ideas from vacating Board members as to what is working well, what can be improved and how improvements can be made to Board structure and function. In addition, it ensures that the exit interview is conducted in a manner that permits open and frank discussion and constructive feedback by the vacating member.

PROCEDURE DETAIL

1. The Executive Assistant to the Board of Health will contact the vacating member two months prior to the end of their term to offer an opportunity for an exit interview with their selection of one or more of the following individuals: the Board Chair, Vice Chair, and/or the Medical Officer of Health/Chief Executive Officer (MOH/CEO). This selection should facilitate open sharing by the exiting member to ensure the best possible learning through the exit interview.
2. If agreed upon, an interview should be scheduled prior to the end of their term, and no later than one month after that date. Once confirmed, the vacating member and interviewer(s) will be provided with the Sample Board of Health Exit Interview Form (Appendix A) to prepare for the interview.
3. Information, suggestions and recommendations received from the exit interview will be compiled by the interviewer(s).
4. The interviewer(s) and the MOH/CEO will discuss the contents and recommendations of the exit interview and will share any relevant information/recommendations with the Board of Health, as appropriate.

ADDITIONAL INFORMATION

APPENDICES

Appendix A: Board of Health Member Exit Interview Form

VERSION HISTORY

DATE	LEAD	DESCRIPTION
March 20, 2025	A. Gorizzan	Original

APPENDIX A: SAMPLE BOARD OF HEALTH MEMBER EXIT INTERVIEW FORM

Date of Interview:

Name of Exiting Board Member:

Interview Conducted By (Name/Title):

1. How would you describe your Board experience?
2. Were Board and Committee meetings productive? Was your time used effectively?
3. Did you feel like your contributions to the Board were fully appreciated, and were your talents fully utilized?
4. Did you feel you were listened to and respected in meetings?
5. Did a long-range planning process occur during your time on the Board? What did you think of it?
6. Did you feel prepared for your Board responsibility? Were Board expectations made clear? Were you surprised by anything?
7. What do you think about how decisions were made by the Board? Any suggestions for improvement?
8. What are some things that would be important to tell Board candidates about the Board?

9. What is the single most important project or process the Board has accomplished during your tenure? What should it next undertake?
10. Overall, how would you suggest improving the working of this Board?
11. How would you like to stay involved with the organization?