

# PETERBOROUGH PUBLIC HEALTH

Board of Health

## POLICY AND PROCEDURE

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| <b>Section:</b> Board of Health                         | <b>Number:</b> 2-400 | <b>Title:</b> Exit Interviews for Vacating Board Members                |
| <b>Approved by:</b> Board of Health                     |                      | <b>Original Approved by Board of Health On (YYYY-MM-DD):</b> 2020-06-10 |
| <b>Signature:</b> <i>Original signed by Board Chair</i> |                      | <b>Author:</b> Governance Committee                                     |
| <b>Date (YYYY-MM-DD):</b> 2023-06-14                    |                      |   |
| References:   |                      |   |
| Forms: Exit Interview Form (appended)                   |                      |   |

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

### POLICY

#### Objective:

The purpose of an exit interview 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.

Any Board Member completing a term and not returning to the Board, or any member vacating their position for any other reason, will be invited to have an exit interview. The interview is voluntary, and may be face-to-face with the Chair of the Board or the Chair of the Governance Committee.

Results obtained from Exit Interviews will be reviewed by the Governance Committee.

### PROCEDURE

#### Objective:

To ensure that the exit interview is conducted in a manner that permits open and frank discussion and constructive feedback by the vacating Board of Health member.

#### Procedure:

1. The Executive Assistant will contact the vacating Board member two months prior to the end of their term to offer and opportunity for an exit interview with their selection of the following individuals: the Board Chair, the Medical Officer of Health, the Chair of Governance, and/or other delegate of the Board Chair. This selection should facilitate open sharing by the exiting board 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 will be provided with the Exit Interview Form (appended) to prepare for the interview.
3. Information, suggestions and recommendations received from the exit interview will be compiled by the interviewer.
4. The interviewer and the Medical Officer of Health will discuss the contents and recommendations of the exit interview and will share any relevant information with the Governance Committee at its next meeting.

**Review/Revisions**

**On** (YYYY-MM-DD): 2020-06-10

**On** (YYYY-MM-DD): 2023-06-14

**On** (YYYY-MM-DD):

**On** (YYYY-MM-DD):

**PETERBOROUGH PUBLIC HEALTH  
BOARD OF HEALTH MEMBER - EXIT INTERVIEW FORM**

|   |  |
|---|--|
| <b>Date of Interview:</b>                   |  |
| <b>Name of Exiting Board Member:</b>        |  |
| <b>Interview Conducted By (Name/Title):</b> |  |

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?