

Exit Briefing Template

Procedures Manual

B2.10 Exit Briefings

Retiring board members will be asked to respond to an exit interview either in person, by phone, or by e-mail. If the briefing is conducted in person, at least two members of the Governance Committee will be present. If conducted by phone or e-mail, the briefing will be done by the Chair or designee and forwarded to the Governance Committee.

The following questions will be asked and opinions solicited during the briefing.

- a. Reason for leaving from NHLTA board
- b. Comment on mission, goals and strategic plan of NHLTA
- c. Comment on strength and/or weakness of current board of directors
- d. Comment on future of NHLTA
- e. How can NHLTA Improve?