**St. Paul Board of Directors’ Exit Interview Form**

Board Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rather than have a checklist of questions, it’s both more effective and important to let the interviewee(s) direct the conversation to the specifics he or she believes are the most relevant.

The interviewer(s) should use open-ended questions combined with follow-up questions that ask for specific examples or suggestions on how board operations could be modified and/or improved. Some areas that might be explored (along with possible follow up questions) are:

**Use of talents**

How effectively did we use your talents?

How well did you feel your contributions to the board were recognized and appreciated?

How well did you feel you were listened to and respected in meetings?

What about your board service could have been improved?

**Board meeting agendas**

Did the board spend its time on the right things?

What are the primary attributes that made board meetings successful?

Do you feel we adequately monitored compliance with our policies over the course of the year?

Do you think the board accomplished its mission during your tenure?

**Meeting effectiveness**

How effective were the board and committee meetings?

Did you feel that your time was spent on important or valuable issues and tasks?

How might we improve board meetings?

**CEO relations**

Do you have any suggestions for improving the interactions between the board and the CEO?

Do you believe the Director of Mission and Ministry is in compliance with the Ends Policies and Executive Limitations Policies and, if not, what are your thoughts or suggestions?

**Future board candidates**

What are some things that would be important to tell Board candidates about the Board?

Did you feel you received an adequate orientation to the board?

Did you feel prepared for your board responsibility?

Were board expectations made clear?

Were you surprised by anything?

Do you feel that you had access to the information and training necessary to be an effective board member and to make decisions at board meetings? If not, how can we improve?

**Future involvement**

How would you like to stay involved with the organization?

Who else do you think might be interested in knowing more about our organization? (This question is part of an ongoing engagement strategy which can result in expanding the retreat center’s supporters and ambassadors.)

Follow up questions could be: Would you be willing to make an introduction?

What do you think they would be most interested in?

Where else are they involved in the community?)

**CLOSE: Do you have any recommendations for further actions by the Board of Directors?**

The interview should always end with the expression of appreciation for all the contributions the board member(s) provided over the years as well as for the insights shared in the interview.