**Board Exit Policy and Procedures**

Policy Statement

The exit policy of the OSIEA regional board is intended to gather feedback from board members who are transitioning out of the board so that the board’s good practices are institutionalized within the board’s culture specifically and throughout the organization in general. Good board practices are built by reflection, ongoing learning and sharing lessons learned in a manner that supports peer learning and growth. An exit process provides this opportunity.

The OSIEA Regional Board is made up of up to seven (7) board members. Each member’s term consists of one term of two years or two terms of four years which run consecutively. Board members are required to step down at the end of a maximum of two terms. Board members in good standing and who wish to engage with the organization at the board level are welcomed back after a break of at least one term – two years. On leaving the board, each member is invited share their thoughts about their experiences as an OSIEA board member as outlined in the implementation procedure.

This policy applies to all OSIEA board members.

The director’s office is responsible for implementation.

Implementation Procedure

The procedure outlined below is designed to recognise board members preferred styles of communication, therefore three options are presented.

1. Use the questions posed as guidelines and have a conversation with the OSIEA director and/or the Africa Foundations regional director.
2. Respond to the questions in writing and submit to the OSIEA director and/or the Africa Foundations regional director. A follow-up conversation is optional.
3. Use the questions as guidelines to share your thoughts with your board peers as a part of your final board meeting.

On preparing to transition out of the board, the board member should indicate which process is preferred so that the director’s office can facilitate the selected option.

Lessons learned from the exit process will be documented and incorporated into enhancing the Board’s performance.

**The guidelines**

1. On reflection, what was your best experience with the OSIEA board and why?
2. What were your observations of the board specifically and the rest of OSIEA in general living the organizational values?
3. If you had one wish for OSIEA what would that be?
4. How would you like to remain involved with OSIEA?

NAME OF EXITING BOARD MEMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LENGTH OF TIME SERVED ON THE BOARD, FROM 20.. /../ TO 20../../.. (YEAR/MONTH/DATE)

**Policy Revision Process**

On an annual basis, in October, this policy will be reviewed and necessary changes made for presentation to the regional board at the last board meeting of the current year so that any changes can take effect in the following calendar year. Each revision of this policy will be identified appropriately as set out below.

**Approvals**

|  |  |  |
| --- | --- | --- |
| **Name/Signature** | **Position** | **Date** |
|  | Chairperson, regional board |  |
|  | Director |  |

**Revision History**

|  |  |  |
| --- | --- | --- |
| **Revision** | **Date of release** | **Purpose** |
| Version One |  | Initial release |
| Version Two |  |  |