

Policy Title: JBG Exit Interviews	Policy Number: 023-JBG	Pages 3
Date: September 29 th 2022	Supersedes: September 27 th 2018	
Cross Reference: SJHH, SJHC, SJVD Administrative By-Laws (documents available on the Board portal))	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor : SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Policy Statement

The St. Joseph's Hamilton Joint Boards of Governors (JBG) is committed to governance best practices. In order to gain insights into areas of strength as well as areas of improvement in Board and committee processes, structure and dynamic, Exit Interviews will be conducted for any JBG Trustee or Community member leaving the Board or a committee of the Board (including ex-officio appointments).

2.0 Process

The Process for the Exit Interviews is as follows:

- 2.1** Each member (JBG Trustee and Community member) who is completing the final year of a non-renewable term will be interviewed. Members who voluntarily leave the Board for other reasons or who have not had their terms renewed will also be interviewed.
- 2.2** The review will be completed in-person in June of each year by a non-Board member of the SJHS Senior Management Team or an external resource appointed by the Board.
- 2.3** The interview questions and themes found in [Appendix A](#) will guide conversations and will be provided in advance to the JBG Trustee or Community member.
- 2.4** Themes of the interview will be summarized and provided to the Governance, Mission and Values Committee in September of the following Board year. No individual responses will be "quoted" or identified without the prior approval of the interviewee.
- 2.5** The results of the individual Exit Interviews will be taken into account for the purposes of future Board and Governance, Mission and Values Committee planning.

3.0 Policy History: October 29th 2015; September 27th 2018; September 29th 2022

4.0 Next Scheduled Review Date: September 2025

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Appendix A

Board Exit Interview Questions

- What did we do well in your experience as a Board member or Committee member of the JBG?
- What didn't we do well in your experience as a Board member or Committee member of the JBG?
- What are key opportunities to improve good governance at the JBG?
- Would you recommend membership on the JBG or a committee of the JBG to other leaders in the community?
- Is there any other feedback that you would like to provide related to your experience as a Board member or Committee member of the JBG?

Additional Themes/Questions to Consider During Exit Interview

Coming on to the Board

- What attracted you to become a member of the JBG or Committee member of the JBG?
- How were you asked to join the Board? Do you think this was an appropriate way of approaching potential Board members? Is there another approach we should consider?
- Which skills or attributes do you feel that the Board was looking for in you when you were asked to join the Board? Was this made clear to you when you asked to join?
- When you were recruited, were the obligations of being a Board member clear to you? (meetings, committee assignments, other events). In what way, if any, have they changed or should they change?
- Did you attend an orientation when you began with the Board? What, if anything, do you wish had been included? What else might be useful to members coming on to the Board?

Board use of Skills and Board Functioning

- Did your committee assignments and other roles use your skills and knowledge appropriately?
- Does the Board use members' skills as fully as it should? Do you have any suggestions for alternative ways to better use the Board members?
- Does the Board, through its committees and overall Board meetings, efficiently and effectively use members' time? In your opinion, in which ways does the Board use time well: committee work, committee meetings, full Board meetings, pre- and post-meeting communications, other? In what ways may they be improved?
- Is the Board culture welcoming to all voices during Board meetings? Why or why not?
- Does the Board function effectively with Management?
- How do you feel the Board work addressed the fiduciary, strategic and generative aspects of its work? Which of these, if any, did the Board spend too little or too much time on?

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Overall Picture of Operations

- During your time on the Board, did you understand how the Boards' work fit into the work of the organizational leadership and other members of the community to meet the needs of the organizations' long term plan? What were strengths here? What were weaknesses?
- Do you feel that the organization's current plan or vision is appropriate? If so, why? If not, why not?

Overall assessment questions

- What were moments of the Board's strength during the time that you served? What were moments that you felt the Board could have done better or you wished that more could have been done?
- What upcoming projects or challenges do you see for the organizations most clearly? What are projects or other areas that are receiving too much Board attention?
- Would you recommend involvement with the JBG as a member of the Board or Committee member to others?
- Is there anything else that we should know about your time on the Board or anything else related to your valuable service?

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