

June 26, 2012

**University of Manitoba**  
**Board of Governors**  
**Exit Interview Process**

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The Terms of Reference of the Governance and Nominating Committee require the Committee:

- To consider and make recommendations to the Board on issues surrounding the composition, structure, roles, responsibilities and procedural matters of the Board of Governors and its Committees in order to improve their effectiveness, relevance, clarity and efficiency.
- To provide for the periodic confidential assessment of the effectiveness of the Board, its' Committees, Chairs, and individual members in their role as Governors.
- To facilitate the consideration by the Board of matters related to Board orientation, development, continuing education and strategic planning in order to support a solid understanding of the University's current state of affairs and good governance practices.
- To periodically review the methods used to distribute meeting materials and communications to Board members, the general practices of the Board and its' administrative support, and to review members' communication needs and time constraints, thereby ensuring optimal use of members' time in board governance matters and ongoing meetings.

To fulfill its mandate, the Governance and Nominating Committee will facilitate exit interviews with members who are leaving the Board of Governors. This exit interview is one aspect of the ongoing assessment and evaluation processes developed by the Governance and Nominating Committee to ensure that the Board and its individual Members are working effectively to provide comprehensive oversight and governance of the University. This will assist the Board of Governors to demonstrate that it is accountable for its decisions as a responsible steward of the University.

**Procedure**

As individual Board Members' terms are complete or they announce their intention to resign, the Vice-Chair and University Secretary will initiate the exit interview process, which will typically take the format of an informal discussion.

1. All Board Members whose term is complete will be offered the opportunity to meet with the Vice-Chair of the Board to exchange feedback on their experience
2. The Vice-Chair will provide a brief summary of salient points at a subsequent meeting of the Governance & Nominating Committee.
3. The summary will be discussed by the Governance and Nominating Committee and recommendations, if appropriate, may be forwarded on to the Board.

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4. The Governance and Nominating Committee may submit an annual report and recommendations to the Board of Governors for information.
5. The Governance and Nominating Committee will review the process at least every two years to ensure it remains relevant and provides the desired insights and information.

**Exit Interview Meeting**

The Vice-Chair will meet with the outgoing board member to discuss some or all of the following:

1. Whether the workload and commitment was as expected
2. Were the training and supports provided sufficient
3. Whether contributions to the Board were welcomed, respected, and appreciated
4. General comments on the experience
5. Suggestions for improvement