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| **DOCUMENT TITLE** | Board offboarding knowledge transition |
| **LAST UPDATED** | October 2022 |
| **PURPOSE** | This document is intended to act as a checklist for board member offboarding and knowledge transfer. The board offboarding/knowledge transfer checklist should support the organization in the transition between departing and incoming board or committee members. |
| **HOW TO USE** | Read this document carefully, edit as required making sure terms are in alignment with any appropriate bylaws. |
| **ADDITIONAL NOTES / CONSIDERATIONS**  This document has been designed as a sample template and should be modified as required.  The board offboarding/knowledge transfer checklist seeks to achieve four (4) primary objectives:   1. Develop an awareness of the information that needs to be transferred from one board/committee member to another. 2. Successfully hand over all information resources and working documents to the organization and the incoming committee/board member. 3. Facilitate a handoff of relationships within and outside of the organization (e.g., staff, volunteers, key stakeholders, etc.). 4. Walk through all IT authorities and logins and facilitate handover (where appropriate).   This document does not constitute legal advice and should not be relied upon as such. Expert counsel is recommended if there are any issues requiring clarification. | |
| *Remove this table from the document before revising and issuing for your organization.* | |

# Sample checklist for board offboarding / knowledge transfer:

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| **Activity: PREPARE PAPERWORK AND COMMUNICATIONS** | **Assigned To** | **Date Completed** |
| Accept resignation/departure in writing and save to committee/board files |  |  |
| Prepare departure announcement for internal team, board and/or committee |  |  |
| Prepare departure announcement for the membership |  |  |
| Identify list of stakeholders board/committee member works with |  |  |
| Determine need for media announcement (and prepare if required) |  |  |
| Collect signed non-disclosure agreement and save to board files |  |  |
| Request final expense submissions |  |  |
| Process any outstanding reimbursements |  |  |
| Request signing of a confidentiality agreement (and/or departure agreement), if appropriate |  |  |
| Conduct departure meeting / exit interview |  |  |
| Capture any proposed updates / evolutions to the job description |  |  |
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| **Activity: KNOWLEDGE TRANSFER** | **Assigned To** | **Date Completed** |
| Prepare a list of outstanding tasks / action items |  |  |
| Prepare list of key contacts and provide to incoming board member |  |  |
| Create a list of useful resources for the incoming board member |  |  |
| Walk through the location of all records |  |  |
| Transfer documents / files to the organization’s collaborative site |  |  |
| Prepare a transition document for each project / area of responsibility |  |  |
| Report on the status of all projects/area of activity |  |  |
| Provide a final status on all activities in the strategic plan and / or operating plan |  |  |
| Create back up folder with pertinent files |  |  |
| Commence document transfer from hard drive or other shared drives |  |  |
| Walk through what each of the documents are |  |  |
| Work through any nuances or additional information that would be helpful about stakeholders |  |  |
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| **Activity: RECOVER ORGANIZATION ASSETS** | **Assigned To** | **Date Completed** |
| Recover IT or other assigned equipment (if applicable) |  |  |
| Recover ID cards, business cards, or parking passes (if applicable) |  |  |
| Recover uniforms or board specific clothing (that you feel should not be kept) |  |  |
| Recover any access cards or keys (digital or physical) |  |  |
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| **Activity: IT PERMISSIONS AND ACCESS** | **Assigned To** | **Date Completed** |
| Review list of sites, subscriptions and passwords, ensuring all are documented for transfer |  |  |
| Prepare IT (or internal team administrator) for a specific time to change passwords for all sites |  |  |
| Prepare auto-response on email |  |  |
| Set up email forward to someone else on the board/committee (ideally the incoming member) |  |  |
| Request cancellation of email accounts and other subscriptions (at a time that makes sense) |  |  |
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