

BOARD OF DIRECTOR RESIGNATION CHECKLIST



FAIRS & EXPOSITIONS BRANCH

Name
First
Last

DATES
Form 700 Filed Upon Separation
Resignation Date

CHECKLIST

CHECK ALL APPLICABLE ITEMS ARE COMPLETED THE LAST DAY OF SEPARATION OR LAST BOARD MEETING

- Collect all sets of Office keys, vehicle keys, and fairground keys.
- Collect any Cell Phone(s), laptop(s), and computer(s).
- WFA badge returned, if applicable.
- Have the board member complete a "Leaving Office" Form 700 and submit to the FPPC within 30-days of resigning. Provide a copy to F&Es Training Coordinator.
- Provide a copy of the written and signed resignation letter or email to F&E and the Appointments Office.
- Notify the entire Board via one-way email notification. This could potentially affect your quorum (5 board members).
- Remove the Board Members' name from the fair's website and agenda template.
- Cancel the board members' fair email addresses.