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.