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| MSA Board Procedure #2201 |
| Category: Board Orientation Manual |
| Title: RECOGNITION OF BOARD MEMBERS FOR THEIR SERVICE TO MSA |
| Date of Initial Approval: 10-18-2017 |
| Reviewers: MSA Superintendent; MSA Board Executive Committee |

PURPOSE

This procedure is to establish a clear and consistent procedure for recognition of board members after their departure from the board.

OVERVIEW

The MSA board wishes to establish a procedure to recognize board members for their commitment and dedication to the Minnesota State Academies. At the beginning of their terms, board members are recognized by adding their names to our historical records, including inclusion on a plaque with a listing of all members who have served on the MSA board. However, the board also wishes to add appreciation and recognition at the end of each member's tenure.

CRITERIA

Board members must serve at least 6 months on the board to be eligible for this recognition.

PROCESS

When a board member leaves the board (resignation, end-of-term, etc.), the Board Chair shall add an action item to the next board meeting to approve a resolution and small gift to recognize the board member's service to the MSA board. A standard resolution will be developed and kept on file with the MSA Superintendent's office for the board to use. Small gifts of nominal value may be included, pending the board's approval. The superintendent will send the gift along with a thank you card and a copy of the resolution to the departing board member.