

Board Strategy Session Participant Roles

Dear [Participant's Name],

We are excited to invite you to our upcoming Board Strategy Session scheduled for [Date] at [Location]. As an integral member of our board, your participation is crucial.

Roles and Responsibilities

- **Facilitator:** [Facilitator's Name] - Lead the discussions and ensure each agenda item is addressed.
- **Timekeeper:** [Timekeeper's Name] - Manage the session's time and keep discussions on track.
- **Note Taker:** [Note Taker's Name] - Document key discussions and decisions made during the session.
- **Presenter:** [Presenter's Name] - Share insights on [specific topic] for group discussion.
- **Engagement Leader:** [Engagement Leader's Name] - Encourage participation and ensure all voices are heard.

Please come prepared to contribute your insights and collaborate effectively with your fellow board members. We appreciate your commitment and look forward to a productive session.

Best regards,

[Your Name]

[Your Position]

[Your Organization]