

Board Membership Status Report

Date: [Insert Date]

To: [Board Chair/Committee Name]

From: [Your Name]

Dear [Board Chair/Committee Name],

I am writing to provide you with the current status of board membership as of [Insert Date]. Below are the details:

Current Board Members

- [Member Name 1] - [Position] - [Term Expiration]
- [Member Name 2] - [Position] - [Term Expiration]
- [Member Name 3] - [Position] - [Term Expiration]

Recent Changes

- [Description of any recent resignations, appointments or changes]

Upcoming Vacancies

- [Details of any upcoming end of terms or expected resignations]

Recommendations

- [Any recommendations for recruitment or reappointments]

Please let me know if you require any further information.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]