

Board Member Agreement

Date: [Insert Date]

[Board Member Name]

[Board Member Address]

[City, State, Zip Code]

Dear [Board Member Name],

We are pleased to initiate the negotiation for your appointment as a member of the Board of Directors for [Organization Name]. This letter outlines the preliminary terms of the agreement we wish to discuss.

Proposed Terms:

- **Term of Service:** [Specify duration]
- **Responsibilities:** [Outline key responsibilities]
- **Compensation:** [Specify any compensation or benefits]
- **Meetings:** [Frequency and nature of meetings]

We believe that your expertise and vision will greatly contribute to our mission, and we are looking forward to your potential involvement. Please review these terms at your convenience, and we can arrange a meeting to discuss further details and any adjustments necessary.

Thank you for considering this opportunity, and I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]