

# Proposed Terms for Board Contract

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

We are pleased to present the proposed terms for your upcoming board contract as follows:

## 1. Term of Service

The board member's term will begin on [Start Date] and will continue for a period of [Duration], subject to renewal and board approval.

## 2. Responsibilities

The board member is expected to participate in scheduled board meetings, contribute to strategic planning, and engage in committee work as needed.

## 3. Compensation

The proposed compensation for board service will be [Insert Amount], payable on a [Monthly/Quarterly/Yearly] basis.

## 4. Confidentiality

The board member agrees to maintain the confidentiality of all proprietary information discussed in board meetings.

## 5. Conflicts of Interest

The board member will disclose any potential conflicts of interest and recuse themselves from related discussions or decisions.

We believe your expertise and insights will greatly benefit our organization. Please review the proposed terms and feel free to reach out with any questions or adjustments you may suggest.

We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]