

# Board Member Professional Development Plan

Date: [Insert Date]

To: [Board Member Name]

From: [Your Name]

Subject: Professional Development Plan

## Introduction

Dear [Board Member Name],

This document outlines your Professional Development Plan (PDP) as a member of the [Organization Name] Board. The aim is to support your ongoing growth and effectiveness in this role.

## Goals

- Goal 1: [Description]
- Goal 2: [Description]
- Goal 3: [Description]

## Action Steps

1. Step 1: [Description]
2. Step 2: [Description]
3. Step 3: [Description]

## Resources

[List any resources available, e.g., training programs, workshops]

## Timeline

Expected completion date for each goal and action step: [Insert Dates]

## Review

This plan will be reviewed at the end of [insert time frame]. Please discuss any updates or changes with [Supervisor/Chairperson].

Best Regards,

[Your Name]

[Your Position]

[Organization Name]