

# Conduct Expectations for Board Directors

Date: [Insert Date]

To: [Director's Name]

[Director's Address]

Dear [Director's Name],

As a valued member of our Board of Directors, it is crucial to ensure that all directors adhere to the highest standards of conduct and responsibility. This letter serves as a reminder of the expected behaviors and principles that guide our board activities.

## 1. Ethics and Integrity

Directors are expected to uphold integrity and honesty in all actions, representing the organization fairly and maintaining transparency.

## 2. Commitment to the Organization

Each director must demonstrate a commitment to the success of the organization by participating actively in meetings and decision-making processes.

## 3. Confidentiality

Directors are required to protect the confidentiality of sensitive information obtained in the course of board duties.

## 4. Respect and Professionalism

All board members must treat each other with respect and contribute to an environment of professionalism.

## 5. Conflict of Interest

Directors must disclose any potential conflicts of interest and recuse themselves from discussions and decisions where such conflicts exist.

By adhering to these expectations, we can ensure a strong and effective board that supports the mission and vision of our organization. Thank you for your commitment to uphold these standards.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]