

Ethical Responsibilities Reminder

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Reminder of Ethical Responsibilities

Dear [Board Member's Name],

As we continue to navigate our important work as board leaders, it is essential to reaffirm our commitment to ethical conduct and responsibilities. The integrity of our organization depends on each member's adherence to ethical standards.

Please remember:

- To act in the best interest of the organization at all times.
- To disclose any conflicts of interest promptly.
- To maintain confidentiality concerning board discussions and decisions.
- To abide by all applicable laws and regulations.

Your leadership role sets a tone for our organization's culture. Let's work together to uphold our values and commitments.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]