

# Performance Improvement Plan for [Director's Name]

Date: [Insert Date]

To: [Director's Name]

From: [Your Name]

Subject: Performance Improvement Plan

## Introduction

As part of our continuous effort to ensure the effectiveness of our board, we have identified certain areas where improvements can be made regarding your performance as a board director.

## Areas for Improvement

- Attendance at meetings
- Engagement in discussions
- Timely submission of reports

## Goals

We would like to set the following goals for you over the next [insert time frame]:

- Achieve 100% attendance in board meetings
- Contribute at least two ideas during each meeting
- Submit all required reports at least one week prior to deadlines

## Resources and Support

The board is committed to providing you with the necessary resources, including access to mentoring and training sessions, to facilitate your improvement.

## Evaluation

Your performance will be reviewed at the end of the [insert time frame] period. We will assess progress towards achieving the goals set forth in this plan.

## Conclusion

Improvement in your performance is vital for the success of the board and the organization as a whole. We appreciate your attention to this matter and look forward to your commitment to this plan.

Best regards,

[Your Name]

[Your Position]

[Organization Name]