

# Welcome to the Board!

Dear [New Board Member's Name],

We are thrilled to welcome you as a new member of our board at [Organization Name]. Your expertise and vision will be invaluable to our mission.

## Onboarding Information

Please find below important information to help you get started:

### 1. Key Documents

- [Bylaws](#)
- [Board Policies](#)
- [Strategic Plan](#)

### 2. Upcoming Meetings

Your first meeting will be on [Date] at [Time]. Location: [Address/Virtual Link].

### 3. Orientation Session

We will schedule an orientation session for you on [Date] at [Time]. This is a great opportunity to learn more about our organization and meet your fellow board members.

## Contact Information

If you have any questions or need assistance, please do not hesitate to reach out:

- [Your Name] - [Your Position] - [Your Email] - [Your Phone Number]
- [Additional Contact Name] - [Position] - [Email] - [Phone Number]

Once again, welcome to the board! We look forward to working with you.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]