

Board Election Committee Responsibilities

Date: [Insert Date]

To: [Committee Member Name]

Dear [Committee Member Name],

As a member of the Board Election Committee, your responsibilities will include the following:

- Identifying and recruiting potential candidates for the board.
- Conducting interviews and evaluations of candidates.
- Preparing a slate of candidates for board approval.
- Ensuring compliance with all relevant laws and regulations regarding election processes.
- Communicating with stakeholders about the election process and candidates.
- Organizing and facilitating the election event.
- Collecting and counting votes in a fair and transparent manner.

Your commitment and diligence are vital to ensure an effective and smooth election process. Thank you for your service.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]