

Board of Directors

Date: [Insert Date]

To: [Board Member's Name]

Subject: Responsibilities of Board Member

Dear [Board Member's Name],

As a member of the Board of Directors, your role is vital to the governance and success of [Organization Name]. Below, we outline your key responsibilities:

Responsibilities:

- **Strategic Oversight:** Participate in the development and approval of the organization's strategic plan.
- **Financial Responsibility:** Ensure the financial integrity of the organization, including approving budgets and financial reports.
- **Policy Development:** Help establish and review organizational policies and standards.
- **Fundraising:** Support fundraising efforts and contribute to financial sustainability.
- **Board Meetings:** Attend all board meetings and actively participate in discussions and decision-making.
- **Advocacy:** Serve as an ambassador for the organization and advocate for its mission and programs.

We appreciate your commitment to our organization and look forward to your valuable contributions as a board member.

Thank you for your dedication.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]