

Board Position Offer Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to extend an offer for you to join the Board of Directors for [Association Name]. Your expertise and commitment to [relevant field or mission] would be invaluable to our organization.

The term for this position will begin on [Start Date] and will run for [Term Length]. As a board member, you will be expected to attend regular meetings, contribute to strategic planning, and represent the interests of our members.

We believe your background in [specific qualifications or experience] will greatly enhance the effectiveness of our board and help us achieve our goals.

Please indicate your acceptance of this offer by signing below and returning this letter by [Response Deadline]. We are excited about the possibility of your leadership within our organization.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Title]

[Association Name]

[Contact Information]

Accepted by: _____

Date: _____