

Board Performance Assessment

Date: [Insert Date]

To: [Board Member Name]

From: [Your Name] / [Your Position]

Subject: Annual Board Performance Assessment

Dear [Board Member Name],

As part of our commitment to maintaining effective governance and enhancing the performance of our board, we conduct an annual assessment of board performance. This process aims to evaluate our effectiveness in fulfilling our responsibilities and achieving strategic objectives.

We kindly ask you to complete the attached assessment questionnaire, which focuses on key areas such as leadership, communication, and strategic decision-making. Your insights will be invaluable in identifying strengths and areas for improvement.

Please return the completed questionnaire by [Insert Deadline]. All responses will be kept confidential and will be compiled into a summary report for the board's review.

Thank you for your participation in this important process. Should you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

Attachment: Board Performance Assessment Questionnaire