

# Board Responsibilities Review

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Review of Board Responsibilities

Dear [Board Member's Name],

As part of our ongoing commitment to effective governance, it is essential that we regularly review the responsibilities and expectations of each board member. This letter serves as a formal review of your current responsibilities and contributions to the Board.

## Current Responsibilities

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

## Performance Feedback

We appreciate your efforts in the following areas:

- [Positive Feedback 1]
- [Positive Feedback 2]

## Areas for Improvement

We also encourage you to focus on the following areas:

- [Improvement Area 1]
- [Improvement Area 2]

We value your contributions and look forward to your continued involvement and growth within the Board. Please feel free to reach out if you have any questions or would like to discuss your responsibilities further.

Thank you for your dedication and service.

Sincerely,

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