

Letter of Expectations and Commitments

Date: [Insert Date]

To: [Board Member's Name]

Position: [Board Member's Position]

Organization: [Organization Name]

Dear [Board Member's Name],

We are pleased to officially welcome you as a member of the Board of Directors for [Organization Name]. As part of our commitment to effective governance, we would like to outline the expectations and commitments associated with your role.

Expectations of Board Members:

- Attend all board meetings and be prepared to contribute to discussions.
- Review meeting materials in advance and come prepared to engage.
- Participate actively in committees and other activities as assigned.
- Understand and uphold the mission and vision of the organization.
- Maintain confidentiality regarding sensitive information discussed in meetings.

Commitments:

- Commit to a term of [insert term length].
- Actively promote the organization within the community and among stakeholders.
- Donate or support the organization financially to the best of your ability.
- Provide expertise and guidance in areas of your professional strength.
- Support decisions made by the board, even if they differ from personal opinions.

We are looking forward to your contributions and commitment to advancing the mission of [Organization Name]. Please sign and return this letter to confirm your understanding and agreement with these expectations and commitments.

Best Regards,

[Your Name]

[Your Position]

[Organization Name]

Signature: _____ Date: _____