

Board Communication Standards

Date: [Insert Date]

To: [Board Members]

From: [Your Name]
[Your Position]

Subject: Implementation of Board Communication Standards

Dear Board Members,

In our continuous effort to enhance communication within our board, we are implementing new communication standards that will guide our interactions and ensure clarity and efficiency. Please find below the key elements of these standards:

- All communication should be respectful and constructive.
- Use clear and concise language to convey messages.
- Confidential information must be handled with the utmost care.
- Meetings will have a structured agenda circulated in advance.
- Feedback should be provided in a timely manner.

We believe that adhering to these standards will greatly improve our collaboration and decision-making processes. Please feel free to reach out if you have any questions or suggestions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]