

Board Meeting Communication Expectations

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

Subject: Communication Expectations for Upcoming Board Meetings

Dear Board Members,

As we prepare for our upcoming board meetings, I would like to outline our communication expectations to ensure an efficient and effective process.

Pre-Meeting Communication

- All agenda items must be submitted at least one week prior to the meeting.
- Members are encouraged to review the agenda and supporting documents in advance.
- Questions or concerns regarding agenda items should be communicated before the meeting to facilitate discussion.

During the Meeting

- Members should arrive on time and remain engaged throughout the meeting.
- Decisions should be made based on a consensus; all voices will be heard.
- Respectful and constructive communication is expected at all times.

Post-Meeting Follow-Up

- Minutes will be distributed within [Insert Time Frame] after the meeting.
- Action items should be completed by the assigned deadlines.
- Feedback on the meeting process is welcome and can be directed to [Your Email/Contact Information].

Thank you for your attention to these communication expectations. I look forward to our productive discussions in the upcoming meeting.

Best regards,

[Your Name]

[Your Title]

[Your Organization]