

Benchmark Assessment of Board Effectiveness

Date: [Insert Date]

To: [Board Member's Name]

[Company Name]

[Company Address]

Dear [Board Member's Name],

As part of our ongoing commitment to improve governance and enhance board effectiveness, we have conducted a benchmark assessment based on the following criteria:

Benchmark Criteria

- Board Composition
- Diversity and Inclusion
- Meeting Attendance and Participation
- Strategic Planning and Oversight
- Risk Management
- Performance Evaluation
- Compliance and Ethics

Based on our analysis, the following highlights have emerged:

Strengths:

- High level of board engagement in strategic initiatives.
- Diverse skill sets among board members enhancing decision-making.

Areas for Improvement:

- Enhance board member training and development programs.
- Increase transparency in communication channels.

We recommend scheduling a workshop to discuss these findings and develop action items to strengthen our board's effectiveness moving forward.

Thank you for your commitment to our company's governance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]