

Board Conflict Management Action Plan

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Conflict Management Strategy

Introduction

Dear [Board Member's Name],

In light of the recent discussions and differing perspectives within the board, it has become essential to address the conflicts that have arisen.

Identification of Conflict

Conflicts were noted regarding [briefly describe the issue].

Objectives

- To understand all viewpoints surrounding the issue.
- To facilitate open communication between board members.
- To develop a collaborative solution that aligns with our organization's mission.

Action Steps

1. Schedule a mediation meeting on [insert date and time].
2. Encourage board members to share their perspectives openly.
3. Identify areas of agreement and potential compromise.
4. Draft a resolution plan to be reviewed by all members.

Conclusion

It is vital for the success of our organization that we address these conflicts constructively. I appreciate your commitment to working together for a resolution.

Sincerely,

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