

Board Roles and Responsibilities Clarification

Date: [Insert Date]

To: [Board Member's Name]
[Board Member's Address]
[City, State, ZIP]

Dear [Board Member's Name],

As part of our ongoing efforts to ensure clarity and alignment within the board, we would like to take this opportunity to clarify the roles and responsibilities associated with your position as a board member of [Organization Name].

1. General Responsibilities

- Attend all board meetings and necessary committee meetings.
- Review all materials prior to meetings and come prepared to discuss agenda items.
- Participate actively in board discussions and decision-making processes.

2. Specific Duties

- Provide oversight on financial matters and ensure fiscal responsibility.
- Support and evaluate the performance of the executive director.
- Assist in fundraising efforts and promote the organization within the community.

3. Compliance and Ethics

- Adhere to the organization's bylaws and governance policies.
- Maintain confidentiality regarding sensitive organizational matters.
- Declare any conflicts of interest as they arise.

Your commitment to these responsibilities is crucial for the success of [Organization Name] and its mission. We appreciate your dedication and look forward to working with you to achieve our goals.

Best regards,

[Your Name]
[Your Title]
[Organization Name]
[Contact Information]