

# Board Member Service Contract

[Date]

[Board Member's Name]  
[Board Member's Address]  
[City, State, Zip Code]

Dear [Board Member's Name],

We are pleased to offer you a position as a member of the Board of Directors of [Organization Name] (the "Organization"). This letter outlines the terms and conditions of your service.

## 1. Term:

Your term as a Board member shall commence on [start date] and shall continue until [end date], unless terminated earlier in accordance with the bylaws of the Organization.

## 2. Duties:

As a Board member, you will be expected to fulfill the following duties:

- Attend all Board meetings.
- Participate in strategic planning.
- Provide financial oversight.
- Support the Organization's mission.

## 3. Compensation:

Your position on the Board is voluntary; however, the Organization may provide reimbursement for reasonable expenses incurred in connection with your service as a Board member.

## 4. Confidentiality:

You agree to keep all confidential information of the Organization confidential during and after your term.

## 5. Acceptance:

If you agree to the terms of this contract, please sign below:

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[Board Member's Name]

Date: \_\_\_\_\_

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[Your Name]

[Your Title]

[Organization Name]

Date: \_\_\_\_\_

Thank you for your commitment to serving on the Board of Directors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]