

Board Collaboration Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

Dear [Recipient's Name],

We are pleased to outline the terms of our collaboration as members of the board at [Company/Organization Name]. This document serves to formalize our commitment to working together effectively and efficiently.

1. Purpose of Collaboration

The purpose of this collaboration is to promote the strategic goals and mission of [Company/Organization Name].

2. Roles and Responsibilities

The roles and responsibilities of each board member include but are not limited to:

- Participating in regular board meetings
- Contributing to strategic discussions
- Supporting the company's initiatives

3. Confidentiality

All board members agree to maintain confidentiality regarding sensitive information shared during meetings.

4. Duration

This collaboration agreement will be in effect from [Start Date] to [End Date], subject to renewal.

5. Amendments

Any amendments to this agreement must be agreed upon in writing by all board members.

We are excited about the opportunity to work together and anticipate a productive collaboration.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]