

Board Liaison Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the role of the Board Liaison between [Organization's Name] and [Liaison's Name]. The primary purpose of this liaison position is to facilitate communication between the board of directors and the management team.

Roles and Responsibilities:

- To attend all board meetings and provide updates on organizational matters.
- To serve as the point of contact for board members regarding any inquiries.
- To ensure timely communication of board decisions to the management team.
- To represent the interests of the board in discussions with management.

Term:

This agreement will be effective from [Start Date] to [End Date], with the possibility of extension upon mutual agreement.

Acceptance:

Please sign below to indicate your acceptance of this agreement.

[Liaison's Name]
[Title]

[Recipient's Name]
[Title]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]