

Board Operational Planning Role Assignments

Date: [Insert Date]

To: [Insert Names of Board Members]

From: [Insert Your Name/Position]

Dear Board Members,

As part of our ongoing efforts to enhance our operational planning process, we have outlined the following role assignments for the upcoming planning cycle:

- **Chairperson:** [Name] - Responsible for overseeing planning meetings and ensuring all voices are heard.
- **Secretary:** [Name] - Tasked with documenting meeting minutes and action items.
- **Treasurer:** [Name] - Managing the budget allocations and financial planning.
- **Project Lead:** [Name] - Overseeing specific project initiatives and reporting progress.
- **Communications Officer:** [Name] - Responsible for internal and external communication regarding operations updates.

We appreciate your commitment and collaboration in making our operational planning effective. Please feel free to reach out if you have any questions or suggestions regarding your roles.

Thank you for your ongoing dedication and support.

Sincerely,

[Your Name]

[Your Position]