

Board Member Accountability Assessment

Date: [Insert Date]

To: [Board Member's Name]
[Board Member's Address]

Dear [Board Member's Name],

As part of our ongoing commitment to uphold the highest standards of accountability and governance within our board, we are conducting an assessment of member responsibilities and contributions. This assessment is vital to ensure that we are aligned with our strategic goals and objectives.

Please take a moment to reflect on the following areas as they pertain to your role on the board:

1. **Attendance and Participation:** Evaluate your consistency in attending meetings and participating in discussions.
2. **Engagement:** Assess your involvement in committees and other board activities.
3. **Contribution:** Reflect on the insights, perspectives, and expertise you have shared during meetings.
4. **Collaboration:** Consider how well you have worked with other board members and staff.
5. **Adherence to Policies:** Review your compliance with the boards' policies and procedures.

We kindly ask that you complete this assessment by [Insert Due Date] and submit it to [Insert Submission Method]. Your honest feedback and reflections are invaluable in helping us improve our board's effectiveness.

Thank you for your dedication and service to [Organization Name]. We look forward to your insights.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]