

Board Member Performance Assessment

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]
[Your Position]
[Organization Name]

Dear [Board Member's Name],

We are conducting a performance assessment to evaluate the contributions and effectiveness of our board members. This assessment will help us identify strengths, areas for improvement, and how we can better support each other in fulfilling our mission.

Performance Evaluation Criteria:

- Attendance and Participation
- Contribution to Meetings
- Engagement in Committees
- Advocacy for the Organization
- Total Commitment to the Board's Goals

Performance Summary:

[Insert summary of performance based on the above criteria]

Areas for Improvement:

[Insert any suggested areas for improvement]

Next Steps:

We would appreciate your feedback on this evaluation. Please feel free to share your thoughts during our next meeting or via email by [Insert Deadline].

Thank you for your dedication and service to our organization.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]