Sample Letters for Board Leaders Service Renewal, Remind, Remove

Following are samples of letters that Boards Chairs can edit and use to send to board leaders as a way of thanking the members for their work on behalf of the group, facilitating their rotation off the board.

Sample Letter 1 – From Board Service

Mr./Ms. (insert name & title)
Street Address
City, State, Zip code

Date

Dear (insert name of board letter):

You have been a valuable member of the (insert organization) for the past __ years. You’re passion for our youth and knowledge was invaluable to our board of directors.

Membership on this board of directors requires not only expertise in non-profit governance, personal contributions, and fund raising - often many hours of work during evenings, weekends, and holidays.

This past year our board leaders and organization accomplished (insert brief summary of what group accomplished and major outcomes). Nest year requires (insert board leader standards)

In closing, thank you for your support of (insert organization) commitment to youth development excellence and to the advancement of our Great Futures strategy. It is an important contribution to the community. If you want to engage in additional term of service or learn about other ways you can serve our local Boys & Girls Club call me at __________________ or access board service requirements guidelines for our advisory boards, corporate board and trustees at www.smple.simeple.org. Our board will reviewing the 20____ class of nominees with 15 days and I would need your call or letter of interest by _________________ or we understand your not to serve this team.

Sincerely,

Your Name, Board Chair
Sample Letter 2-Renewal – Remind of Commitment

(The first sample letter is what we used to begin the 3-year term process for the Board of Directors, and the second sample letter is what we will send to Board Members whose term will expire at the end of each year. We will send the second letter at the beginning of November and give them until the end of December to notify us of their choice.)

February 18th, 2013

Dear (Board Member Name Here):

(Club Name Here) sincerely appreciates your dedication in serving as a Corporate Board Member. Recently, the Board Development Committee and the Board of Directors discussed and approved moving all board members onto three year terms. Based on each board member’s entry year, members were placed into one of three groups to get the 3-year term process started: 3 years left to serve, 2 years left to serve, or 1 year left to serve.

Due to your entry year, you have been placed in the “1 year left to serve” group. You will receive a term letter in November of your last year of your 3-year term to remind you that your term will soon end and to ask you to notify the Boys & Girls Club which of the following you would like to do:

1) serve another 3 year term

2) serve in a capacity other than a 3 year term (limited time projects such as Golf Tournament, Christmas at the Club, mentoring, etc.)

3) serve on the Advisory Board, attending at least one board meeting per year, making a personal donation to the club, and providing feedback to assist the board in its functioning

4) not serve in any capacity at the current time

Again, thank you so much for your dedication to the children who need you most! If you have any questions or concerns regarding this notification of terms of service, please call the Administrative Office at (Phone Number Here).

Sincerely,

(Board Chair, Board Governance/Nominating Chair, CEO Name Here)
Ms. Jayne Doe  
2111 E. 41st Street  
Oxford, GA 30004  
Subject: Boys & Girls Club Board of Directors  

Dear Ms. Williams,  

First, let me thank you for your service to the Boys & Girls Clubs of Greater Any Town. Your investment of time and talent into our organization is greatly appreciated.  

It is with our ongoing desire to keep board members active and engaged that I write concerning your ability to participate as a member of the Board of Directors of the Boys & Girls Clubs of Greater XXXXX (B&GCGX).  

In accordance with our Board Member Participation Standards, we are requesting those members who are completing a term of service communicate an interest in re-nomination or transitioning off the board of directors. Please communicate your choice via emailing me at __________ or call me at ______________ to discuss. I am enclosing a list of requirements for 200X if your choice is to continue your service as a board member.  

Thank you for your concern the children who need us most. If I do not hear from you by __________, I will consider that a desire to not continue your active service on the board of directors.  

Sincerely,  

John F. XXXXX  
Board President