

(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, 20XX

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,

(CEO Name Here)

November 1, 20XX

Dear Board Member:

This letter is to inform you that your term of office on the (Club Name Here) Corporate Board of Directors will expire on _____. I sincerely appreciate your service on the board and the difference you have made in the lives of our children and youth. I am writing to get your feelings about possible continued service to the Club. Please indicate your preference below and either return this letter in the enclosed envelope or call me at (Phone Number Here) to discuss the various options:

_____ I would like to serve another 3 year term.

_____ I would like to serve in a capacity other than a 3 year term (limited time projects such as Golf Tournament, Christmas at the Club, mentoring a child, etc.).

_____ I would like to 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.

_____ I am not able to serve in any capacity at the current time.

Again, thank you so much for your dedication to the children who need you most! If I do not hear from you by December 31st, I will consider that a desire to not continue your active service on the board of directors.

Sincerely,

(CEO Name Here)
Chief Executive Officer