**Sample Board Welcome Letter from the Chair**

Dear [Name],

Welcome aBOARD (pun intended). On behalf of the entire board and our supporters, I want to greet you with a very warm welcome and to thank you for joining the [XYZ] team. Our organization takes board service very seriously. A great deal of thought and attention has been put into our board recruitment, orientation, and retention process. You are here because we share similar interests and goals, and a desire for impact in the world. But we also care about people, and we want your experience with us to be enjoyable, interesting, rewarding, and impactful.

We want to set you up for success, so please let me, the chair, know if there is anything I can do to make board service more enjoyable. This includes letting us know how we can support you in fulfilling your duties as outlined in the board agreement, and also how we can be a better board! We value feedback and try to create a culture of congeniality, kindness, and transparency.

You must have many questions. Your orientation should address most of them, but we look forward to helping you be fully prepared for the work ahead. Building a working relationship with the board and staff will be vital. As a board member, you are responsible for the success of this organization. Teamwork will be a strong foundation for our success. If you would like a “board buddy” or appointed person to show you the ropes in the first year, just say the word.

We are working to be a board that is diverse and inclusive, including diversity of opinions. We are excited about your service. Thank you for joining us.

Very Truly Yours,

Jack Smith, Chair