

Appointment letter for board members

Dear [XXXX]

I am delighted that you have accepted the invitation to join the board of [XXXX] and look forward to welcoming you to the next meeting of the trustees to be held on [date] at [time] at [venue]. You will be officially appointed at this meeting and your term of office will last for a period of [XXX] years after which you may be reappointed for a further period of [XXX] years. I have asked [CEO] to contact you to arrange an induction process with you which will involve a visit to the organisation's offices as well as a certain amount of reading material.

If you have any doubts about the role and responsibilities of being a trustee I would ask you to read The Essential Trustee which can be found on the Charity Commission's website.

There will be [four] formal meetings throughout the year for which papers will be sent to you normally one week before the meeting and I would ask you to ensure that you read these in advance. You will also be expected to attend a number of events and be available for telephone conversations by mutual agreement.

Once a year the board will review itself to ensure that it is functioning to the best of its aims and ability [and I will also arrange to have an individual interview with you in order that your own contribution can be discussed and any problems mutually aired].

[Paragraph to be inserted regarding any special skills the new trustee will be bringing to the board and if these will be used on any specific board committee and/or connected with any particular member of staff or department.]

If any queries or problems arise from your trusteeship please contact me immediately. I very much look forward to working with you and hope very much that your time with [XXXX] will be an enjoyable one,

With all best wishes,

Chair