

# Welcome Letter

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From:

Name of Sender

Address of Sender

Date

To:

Name of Recipient

Address of Recipient

Dear [Newly Elected Board Members],

On behalf of the [Organization Name] Board of Directors, I am thrilled to welcome you as our newest members. We are excited to have you join us and contribute your unique skills and perspectives to our team.

As a board member, you will play a crucial role in shaping the direction of our organization and ensuring that we are [Organization Name, etc.]. Your contributions will be [Organization Name].

We recognize the [Organization Name] and we are grateful for your [Organization Name]. In return, we are committed to supporting you in your role and providing the resources and support you need to be successful.

We look forward to working with you and getting to know you better as we move forward together. Thank you for joining us and we can't wait to see what we can accomplish together.

Sincerely,

[Your Name]

[Your Title]

[Organization Name] Board of Directors

# Sample Letter Welcoming New Board Members

**Lei Shi**



## **Sample Letter Welcoming New Board Members:**

*Board Member Orientation* Holly Kleinsasser, 1995 With every new member the face personality and skills of a nonprofit board change The sooner that these newcomers are brought up to speed about the business of the nonprofit and the board the sooner all will benefit from the abilities they possess This guide is designed to help executives provide effective in house orientation to rookie board members It will help them walk through the basic responsibilities of board members and provide a structure through which specific issues and characteristics about each association and board can be discussed This resource boasts a wide range of forms and worksheets to assist the busy executive in setting up a customized program in his or her organization     Using Public Relations Strategies to Promote Your Nonprofit Organization Ruth Ellen

Kinzey, 2013-04-15 Learn how to strategically execute public relations assignments In *Using Public Relations Strategies to Promote Your Nonprofit Organization* you will explore an easy to follow explanation on why nonprofit groups must take a more business like approach in their communications You will also discover instructions on how to make newsletters annual reports speaker s bureaus and board selection easy yet effective As a marketing public relations or development professional you will gain effective public relations tools that are within your established budget parameters Public relations expertise is becoming extremely important to the survival of nonprofit organizations as more and more nonprofits compete for dollars *Using Public Relations Strategies to Promote Your Nonprofit Organization* recognizes that nonprofit professionals may wear many different hats and may have very limited public relations or marketing training Therefore with *Using Public Relations Strategies to Promote Your Nonprofit Organization* you will find that even a novice communicator will be able to perform marketing and public relations tasks in an effective strategic manner Some of the areas you will explore include adopting a business strategy step by step guide to creating your annual report step by step guide to creating your nonprofit newsletter how to set up an effective speaker s bureau strategically market your speaker s bureau and monitor its effectiveness in generating revenue for your nonprofit organization writing speeches to promote your nonprofit organization using audiovisual aids and nonverbal communication in your speeches selecting and organizing a board of directors board of directors job description recruiting and retention *Using Public Relations Strategies to Promote Your Nonprofit Organization* explains why you must take a more business like approach to public relations write nonprofit groups and assists the novice public relations specialist with executing basic PR tasks that are pertinent to an organization s profits You will gain step by step guidance on steering your nonprofit organization to financial success     **The Nonprofit Manager's Resource**

**Directory** Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The *Nonprofit Manager s Resource Directory* Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support

and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager's Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager's Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism

A Guide to Building Your Board Judith Grummon Nelson,1991      **Proceedings of the ... Annual Convention of the National Association of Boards of Pharmacy, Incorporated** National Association of Boards of Pharmacy,1932 1915 1926 include Proceedings of joint meetings with the American Conference of Pharmaceutical Faculties 1927 1942 Proceedings of joint meeting with the American Association of Colleges of Pharmacy      **American Journal of Mental Deficiency** ,1957 Includes the association's conference proceedings and addresses      **South African Poultry Magazine and Small-holder** ,1924      Professional Business Writing Elizabeth Kerbey,Marilyn L. Satterwhite,2002 Contains the materials necessary to help students learn to write business letters memos and informal reports This edition contains an Instructor Annotated Edition with CD ROM and a student CD ROM packaged with the student edition The student CD ROM provides hands on completion of editing and proofreading exercises      *Motery Dirva* ,1979      *California Common Interest Developments* ,2007      Creating a Community Association C. James Dowden,1986      *Extension Bulletin* ,1978      *Attracting, Organizing and Keeping Members* American Society of Association Executives Staff,1989-05      **Proceedings ... Annual Conference** Special Libraries Association,1947      Michigan Planner ,2002      *The Woman Patriot* Minnie Bronson,1918      **American Cabinetmaker and Upholsterer** ,1927      Checklist of Kentucky State Publications Kentucky. State Archives & Records Service,1963      Paper Trade Journal ,1926      *The Interior* ,1899 Issues for Jan 12 1888 Jan 1889 include monthly Magazine supplement

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