**Welcome Letter to Newly Elected Board Members**

(Date)

Name and Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_,

This past Monday evening, St. Paul’s Board of Directors met and the Board Affairs Committee presented a slate of candidates for election to the Board. As the Board Chair, I’m delighted to inform you the Board unanimously approved the slate of candidates. Needless to say, there is much excitement among our Board members and they are eager to meet you and the other candidates. We especially want to thank you for agreeing to help us as a Board member.

As the next step in our process, you’re invited to attend an orientation meeting for new Board members which will be held at 5 PM on \_\_\_\_\_\_\_\_\_. That will be followed by a dinner at 6 PM with the board and you will be invited as a guest to attend the board meeting at 6:30 PM. Please RSVP to \_\_\_\_\_\_\_\_\_, our board secretary, by phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or email (\_\_\_\_\_\_\_\_\_\_\_\_) so we can plan accordingly.

Your induction as a Board member will take place at the Board’s annual “All Day Retreat” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Subsequent Board Meetings are typically held the second Monday of October, December, February, April, and June. We meet at St. Paul for dinner at 6 PM and the meetings are scheduled from 6:30 PM until 8:30 PM. Our full day Board Retreat is typically on a Saturday in September.

I know I speak for the full Board and staff of St. Paul when I tell you how excited we are about having you join us. From my own experience, I know you’ll find tremendous satisfaction in the work you’ll do to help us complete our mission.

I’m looking forward to seeing you at orientation. Please know our prayers and best wishes are with you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of the Board of Directors

Phone

Email