

## Example of Letter to Remove Board Member

[Your Name]  
[Your Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip]  
[Date]

[Board Member's Name]  
[Board Member's Address]  
[City, State, Zip]

**Subject: Request for Resignation from [Organization Name] Board of Directors**

Dear [Board Member's Name],

I trust this letter reaches you well. Following extensive deliberations among the Board of Directors and in consultation with our legal counsel, we have resolved to request your resignation from the Board of Directors of [Organization Name], effective [Date].

The board has identified several instances of conduct that violate our organization's code of ethics and policies, specifically [provide specific examples of misconduct or policy violations]. Despite numerous discussions and warnings aimed at rectifying these issues, there has not been a noticeable improvement in your conduct.

In alignment with the bylaws of [Organization Name] and the legal advice we have garnered, we believe that requesting your resignation is a requisite measure to uphold the integrity, values, and effective functioning of our organization.

We kindly request that you tender your formal resignation by [Deadline Date]. Should we not receive your resignation by the stipulated date, we will be compelled to initiate formal removal proceedings as outlined in our bylaws and as per the legal framework governing our operations.

We acknowledge and appreciate the contributions you have made during your tenure on the board and hope for an amicable resolution to this matter. Should you have any questions or need further clarification, feel free to contact me directly at [Your Phone Number] or [Your Email].

We appreciate your prompt attention to this serious matter.

Warm regards,

[Your Name]  
[Your Title]  
[Your Email]  
[Your Phone Number]\*\*

# Sample Letter Removing A Board Member

**M Tight**



## **Sample Letter Removing A Board Member:**

**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

**Healthcare Governance: A Guide for Effective Boards, Second Edition** Errol Biggs, 2011-10-01 Hospital and health system board members face increasing challenges with healthcare reform and other laws demanding improved accountability and efficiency This handbook reveals the secrets of effective board structure and function including responsibilities of board members term limits recruiting new members and working with the CEO Other aspects of a board s work including monitoring quality providing financial oversight and completing a self assessment process are also covered Sample forms and documents a glossary of common healthcare terms and a conflict of interest policy are included Board members regardless of their expertise will find this handbook easy to navigate

**Chern on Dispute Boards** Cyril Chern, 2008-04-30 Dispute boards were first introduced almost 20 years ago Sincethen close to 100 billion US dollars worldwide has been spent on construction projects that have used dispute boards Of these 98% were constructed without any court battles and of the remaining 2% the dispute board decisions were upheld by either arbitration and or the court a truly impressive record Yet very little is known about what dispute boards are and how they operate This book provides the knowledge necessary for those actively involved in dispute board work as well as for those who need to learn the process Important features of the book include analysis of the differences between dispute

adjudication boards dispute resolution boards and combined dispute boards in depth discussion of both the existing and historical international case law on dispute boards including its history under the British common law European civil law and Muslim Shar ah law analysis of the differences between the various major standard forms of dispute board rules FIDIC International Chamber of Commerce and DBFederation along with sample wording to add to or modify these forms as needed analysis of how referrals are made to dispute boards and sample forms an in depth discussion of the ethical requirements relating to dispute board members comparison of board selection techniques with guidelines for implementation and recommendations for the parties sample forms for use in establishing a dispute board discussion of site visits how they should be conducted and sample forms general forms for use in operating a dispute board form agendas form reports and their use how to use a dispute board as a sounding board for grievances in depth discussion of how to write a decision or recommendation with examples of actual dispute board decisions and recommendations disclosure forms questionnaires for potential board members and comparison of board member agreements and sample forms a discussion of how to effectively use witnesses and the preparation and presentation of witness statements in dispute board hearings forms of notice and procedural rules governing the operation of dispute boards international case studies with claims responses and decisions analysis of situations requiring the removal of dispute board members and form agreements for their removal discussion of the use of dispute boards in areas other than construction

**Aspen's Practical Guide to Interviewing Teachers** Whaley, 1996 This practical guide provides all the tools needed for principals to review and screen candidates conduct effective interviews to help them uncover the strengths and weaknesses of potential teachers make decisions about the best way to assess teaching skills and probe references to get the most accurate picture of a candidate

*The Armed Services Board of Contract Appeals Has Operated Independently* United States. General Accounting Office, 1985

**Energy Employees Occupational Illness Compensation Program** United States. Congress. House. Committee on the Judiciary. Subcommittee on Immigration, Border Security, and Claims, 2007

**"Code of Massachusetts regulations, 2016"**, 2016 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020

**Seventh-day Adventist Church Manual.** General Conference of Seventh-Day Adventists, 2005

**The Code of Federal Regulations of the United States of America**, 1971 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government

*Code of Federal Regulations*, 2005 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of July with ancillaries

*IRS Restructuring* United States. Congress. Senate. Committee on Finance, 1998

**Naval Military Personnel Manual** United States. Naval Military Personnel Command, 1990

*Good Kind Things for Others* Glenn Baxter, 2006-08-11 The events in this book are true and ongoing The authors examination of events facts and documents exposes some others for what they are He hopes to focus the

eye of national media through a large magnifying glass on this small community Maybe it will help people living there and in other small communities facing similar problems to regain their true integrity and democracy The Tom Delays are not only in Washington D C they also reside in small towns across America **Congressional Record** United States. Congress,1992  
The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873 SEC Docket United States. Securities and Exchange Commission,2009 *West's federal reporter : cases argued and determined in the United States courts of appeals and Temporary Emergency Court of Appeals* ,1990 Annual Report ,1897 *The Massachusetts register* ,1994-06-03  
**Votes & Proceedings** New South Wales. Parliament. Legislative Council,1913 *Federal Register* ,1997

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