Board Member Recruitment

Adding a new Trustee to your legal board requires additional paperwork. Below are templates of meeting minutes, resolutions, officially required text and more to help you easily add a legal member to your board.

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# Notice of Meeting:

**To,**

**Each Board Members Names**

**Address**

**Date: November 1, 2012**

**NOTICE OF MEETING:**

**XXX QUARTER TRUSTEE BOARD MEETING AND ADDITION OF Mr/s. NAMES OF NEW BOARD MEMBER**

**Please be notified that we will be meeting for the XXX quarter trustee board meeting and to add Mr/s. NAMES OF NEW BOARD MEMBER, member of ORGANISATION Advisory board/ LONG TIME FRIEND OF ORGANISATION as a full member of the ORGANISATION Trustee Board on HER/HIS acceptance of the invitation to the meeting.**

**Date of meeting:**

**Time:**

**Place:**

**Sincerely**,

CHAIRPERSON

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# Board Resolution to Add New Member:

**Certified true copy of the board resolution passed by the board of Trustees of Organisation Name, held at the address Address where meeting was held, on date**

‘Resolved that Ms/r Name of new Board Member will be added as a Trustee to the Organisation Name Trust, which has been proposed by Trustee Board and unanimously approved’

Certified True Copy,

Chairperson’s name

Trustee

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# Letter Accepting the Offer of Membership:

Date

To,

Board Members of Organisation

Address of Organisation

Subject : Confirmation of Being Appointed as Trustee on Organisation Name

Dear Sir/Madame:

I am glad to accept my appointment as Trustee of Organisation Name.

I will devote my energy and time towards fulfilling the objects of the trust.

Yours Faithfully,

Name of New Board Member

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# No Objections Certificate:

**To whom it may concern:**

**no objection certificate:**

**there have been no objections to the joining of New BoARD MEMBER to the ORGANISATION NAME trustee board.**

**SHE/his appointment was unanimously approved at the meeting of the board of trustees held at ADDRESS OF MEETING on DATE**

Certified True Copy,

CHAIRPERSON OF THE BOARD

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