

Example Recruitment Letter

This recruitment letter may be used as a guide for your board to develop a personal invitation letter for board membership. Please feel free to refine, add, modify or delete from it based on your board's needs.

Dear (add name of letter recipient here),

The (add agency or board here) is currently seeking interested youth or family members of children with (add target issue here) to apply for membership on (add name of board here) board. The board term is from _____ to _____ (add term of position). We would be honored to have you apply to be on our board.

Family members and youth who meet the following requirements are eligible to apply:

- Over the age of 18;
- Experience with (add issue or population here);
- Not currently in crisis or having a current open case with (add agency name here);
- Have participated in leadership development training and/or has some previous experience with committee work;
- Able to commit to monthly meetings: (add regular dates and times here); and
- An interest and dedication in working with (add target issue / population here).

If you are interested in being on our board, but you do not have previous committee experience or leadership development training, we encourage you to apply anyway and note on your application why you think you may be ready for board participation.

As with all board members, you need to be able to commit to regular meeting attendance, have the ability to receive communication by phone and/or e-mail and have some comfort in communicating ideas in a group setting.

(Agency/board name here) will compensate you (add compensation / reimbursement details here) for participation. If you are receiving any public assistance, you are strongly encouraged to meet with your public assistance case-manager to make sure compensation does not interfere with your ability to receive current public benefits.

Training will be provided for all new board members. This is a great opportunity for you to “give back” and use your experience to help shape policies and programs!

Please contact _____ (add contact name and phone and/or email here) if you are interested, or if you need further information.

Thank you,

Board Chair Name
Board name
Contact Information

Adapted from the Division of Criminal Justice