***Sample Email from CEO to Board Members in English***

***SUBJECT: Please share your perspective as a health center board member***

Dear Board Members,

I’m writing to encourage your participation in an information-gathering opportunity being conducted by the National Association of Community Health Centers (NACHC).

NACHC [provides valuable, free training resources about health center governance](https://www.nachc.org/trainings-and-conferences/governance/). In partnership with an advisory group of health center board members and CEOs, NACHC has created an online assessment tool specifically to learn more about board practices and needs. NACHC needs to hear from board members like you to have a complete picture. *Your responses will assist them in creating new resources and training programs for boards like ours!*

***How will this help our board?***

This project will:

* identify practices and emerging trends related to health center governance,
* result in a summary report that will allow our board to reflect on how its practices compare to centers across the country, and
* help NACHC develop new resources and training programs that meet our board’s needs.

NACHC will share a short summary of the national findings with us later this year via the [Health Center Resource Clearinghouse](https://www.healthcenterinfo.org/quick-finds-governance/).

***How can you help?***

**Participate by responding to the online tool by February 13, 2023.** **Access the tool in English** [**here**](https://nachc.co1.qualtrics.com/jfe/form/SV_0UjLon5GiMHw3Jk) **and in Spanish** [**here**](https://nachc.co1.qualtrics.com/jfe/form/SV_0UjLon5GiMHw3Jk?Q_Language=ES-ES)**.**

Please note:

* *Responses can be provided on a computer, tablet, or smartphone.*
* *The assessment does not have to be completed in one sitting as long as you return to it in the same browser on the same computer or device where you started to respond.*
* *The assessment will take approximately 15 minutes to complete.*
* *All results will remain confidential, be reported in aggregate from all health centers, and used only for this project and future resource creation.*

A short video about the project is available [here](https://conferences.nachc.org/nachc/articles/5229/view). If you have additional questions about the project, click [here](https://www.nachc.org/health-center-board-practices-and-needs-assessment/) or contact [trainings@nachc.org](mailto:trainings@nachc.org).

Thank you for participating in this valuable opportunity to provide feedback to NACHC on our board’s good work and resource needs.

Sincerely,

[Name, CEO, CHC]

*This resource was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling $1,656,250 with 0 percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit HRSA.gov.*