Hello {chapter leader name},

I’d like to introduce you to {region board representative’s first and last name}, our chapter’s region board representative. {Region board representative’s first name} is the {title} at {institution} and is the {region board title} on the CUPA-HR {insert region} Board.

Each chapter has a region board leader assigned to the chapter to provide support and encouragement throughout the year. {Region board representative’s first name} will work collaboratively with our board to establish our chapter’s goals for the year and provide any guidance or support needed. They will be invited to attend at least two chapter board meetings each year and are available to provide a content-focused presentation on a key issue or challenge facing higher ed HR at our chapter events.

xxxxx {region rep’s first name} is available to answer questions you may have regarding our chapter or CUPA-HR. You can also contact CUPA-HR for assistance at [memberservice@cupahr.org](mailto:memberservice@cupahr.org).

More information on CUPA-HR’s governance structure is available in the Volunteer Leader Toolkit.

Thank you,

{Your Name}  
Professional Title/Institution}

{Board Title}

CUPA-HR {Chapter Name}