<Insert Club Name>

Insert Club Logo

Notice of 2018 Annual General Meeting

<Date – at least 14 days prior to AGM>

Dear member,

This notice is to advise you of the upcoming annual general meeting of the members of <<Insert Club Name>>. The details of this meeting are as follows:

|  |  |
| --- | --- |
| **Date:** | <DATE>  |
| **Time:** | <TIME OF MEETING> |
| **Place:** |  <ADDRESS> |

Attached are:

* the agenda for this meeting
* the minutes of the last annual general meeting, held on <date of 2017 AGM minutes>

At the meeting, members will have the opportunity to:

* find out about the operations and finances of <<Insert Club Name>>.
* speak about any items on the agenda

At the meeting, members will be asked to vote to:

* accept the minutes of the last annual general meeting as a true and correct record of the proceedings of that meeting
* adopt the treasurer’s annual report
* adopt the auditor’s report
* adopt the annual financial statements
* appoint an auditor for the 2018/19 financial year
* elect relevant members of the management committee

The following special resolution/s will be proposed at the annual general meeting:-

* <INSERT ANY PROPOSED SPECIAL RESOLUTIONS>

Regards,

<NAME>

<TITLE>, <CLUB NAME>