

<Insert Club Name> Notice of 20xx Annual General Meeting

Insert
Logo

<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 20xx 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 202#/2# 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>