**Notice of <YEAR> AGM**

<Club name>

<Date of notice - at least 14 days prior to AGM, or as specified in your constitution>

Dear member,

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

|  |  |
| --- | --- |
| Date: | <Date>  |
| Time: | <Time of meeting> |
| Place: | <Venue name>, <address> |

Attached are:

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

At the meeting, members will have the opportunity to:

* Find out about the operations and finances of <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 annual financial statements and audit or verification report
* Appoint an auditor or approved person for the 20##/## financial year
* Elect 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>

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