
TEMPLATE NO 9: NOTICE OF ANNUAL GENERAL MEETING

[NAME OF ORGANISATION]

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of will be held

at [venue name and address]

on [day and date]

at [time]

[add in if lunch/food will be served or if there is a guest speaker]

Final date for receive nominations will be [insert date]

All welcome we do hope you can join us.

Enquiries to: [Phone number]