***CLUB NAME***

*INSERT CLUB LOGO HERE*

**ANNUAL GENERAL MEETING NOTICE**

Dear Member,

This is to advise you of the upcoming Annual General Meeting of the members of *CLUB XXX.* The details of the Annual General Meeting are as follows:

***Date***

***Time***

***Venue details***

Attached to this notice are:

1. The AGM Agenda
2. The minutes of the last AGM

The nature of business to be conducted at the Annual General Meeting is as per the AGM Agenda.

Members will be asked to vote to:

* accept the minutes of the last annual general meeting
* accept the annual report
* accept the annual financial statements
* appoint an auditor
* elect Office Bearers (committee meetings)

The following special resolutions will be proposed at the meeting:

1. *Special resolution 1*
2. *Special resolution 2*

Please confirm your attendance or apologies for the meeting by email to *XX@XX.com.au*

Regards,

*Name*

*Position*