**CLUB/ASSOCIATION NAME**

**ANNUAL GENERAL MEETING NOTICE**

**<10 November 2018, 6pm  
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.

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

Yours faithfully