

**[NAME OF CLUB]**

**NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given of the [year] Annual General Meeting of [name of club] to be held in [location] on [date and time].

AGENDA:

1. Welcome and Opening Remarks
2. Attendance and Apologies
3. Approval of Previous Meeting Minutes
4. Matters Arising from the Previous Meeting
5. Treasurer’s Report
6. Secretary’s Report
7. New Business
8. Club Events and Activities
9. Member Suggestions or Open Forum
10. Election of Committee
11. Any Other Business (AOB)
12. Date and Time of Next Meeting
13. Closing Remarks

Any committee member may suggest an item for the agenda. Any such proposal must be submitted at least five days prior to the meeting’s date.

All candidatures for committee roles must be received by the current club Secretary at least five days prior to the meeting’s date.

[Signature]