

SAMPLE NOTICE OF AGM

Pursuant to the provisions of the of the *Societies Act* and the By-laws of (name of Society) (the "Society") notice to Members of the Society is hereby given of the Annual General Meeting of the Society to be held on (date) at (time).

Location: (set out name of location, address and room if applicable)

At the Annual General Meeting, the following matters will be considered:

1. Receipt, and if thought fit, approval of the Financial Statements of the Society for the period/year ended (date) and receipt of the Report of the Auditor thereon;
2. Appointment of the Auditor for the ensuing year;
3. Election of the Board of Directors of the Society for the ensuing year;
4. (List any Special Business);
5. Such other business of the Society as may be properly brought before the meeting.

DATED: (date)

(Name)

(Title of the Authorized Officer issuing the Notice, ie President/Secretary)