Appendix A

NOTICE OF ANNUAL GENERAL MEETING

Club: **#name#**

ACN: (if applicable) **#**

Date of meeting: #

To the Members of the [Company / Association]

Under the *Corporations Act 2001* / *Associations Incorporation Act 1964 (Tas)* the [Company / Association] hereby gives notice that the Annual General Meeting of the members of the [Company / Association] is to be held as follows:

Venue: #

Date: #day #, 20##

Time: #

Business: The business of the meeting is as detailed in the attached Agenda.

By order of the board/ committee
[Company / Association name]

DATED: The day of 201#

.....
Name: #
Title: #

If you are unable to attend but wish to vote on matters dealt with at the meeting, please complete and return the attached Proxy Form.