**Notice of the Annual General Meeting of add social business name**

As a member of add social business name you are invited to attend this year’s Annual General Meeting (AGM) that we are holding:

online via Zoom / Lifesize / Teams choose as applicable or at venue add information

on day / date / month / year add information at time am / pm. add information

Sample Notice of AGM



As usual, this year, one third (revert to Articles of Association of your social business to amend accordingly) of the elected members of the Board will retire and that means there will be three vacancies on the Board.

As a member you are entitled to nominate eligible members for election to the add number vacancies on the Board. If you wish to make a nomination or to nominate yourself, please complete the nomination /declaration form that is attached / enclosed / available on our website (add link to your website) choose as applicable and return it to us by time am / pm on day / date / month / year. add information

We are consciously working towards a Board that represents our stakeholders and the wider community in which we work. We welcome applications from all sectors of the community to help us achieve this.

All documents related to the AGM can be found attached / enclosed / available on our website (add link to your website) choose as applicable.

If you would like to attend the AGM, please sign up via Eventbrite (if applicable or alternative system) so we know to expect you / please email the Secretary at email@social business.com (add email address).

Yours faithfully,

Secretary, add social business name