#### **Template** **Notice for an Annual General Meeting & Agenda**

Note: If you use this example, please remember to insert details about your charity and meeting in the square brackets [].

[Name of Charity]

Notice of Meeting

NOTICE IS HEREBY GIVEN that the [#] Annual General Meeting of [Name of Charity/ organisation] will be held at [insert full online/ address details] at [insert time and date] to transact the following business.

**AGENDA** [delete as required]

1. **Minutes of the previous meeting**

To be agreed and matters arising.

1. **Reports and accounts**

To receive and consider the accounts for the year ended [date] and the reports of the charity trustees and auditors.

1. **Auditors**

To appoint XXX as the auditors.

1. **Auditors’ remuneration** (not always set at the AGM)

To authorise the charity trustees to set the level of the auditors’ fees.

1. **Appointment of charity trustees**  
     
   Please see the attached election addresses for further information about each candidate.

To re-appoint [insert name] for a second period of [insert number] years.

To re-appoint [insert name] for a second period of [insert number] years.

To appoint [insert name] as a replacement for [insert name] who retires after [insert number] years service.

To confirm the appointment of [insert name] who joined the Board on the [insert date] to replace [insert name].

[Nominations are required for the following officers [insert details] and must be received by [date].]

[Nominations for the position of Trustee must be received by [date].]

[NB details of how to make a nomination are available from the Secretary.]

1. **Alteration to the Constitution**

To consider and vote upon the following resolution.

That clause [insert details] of the [details of governing document] be amended to read [insert text of resolution].

1. **Members proposed resolutions**

Details will be given once proposed resolutions are received. Proposed resolutions should be sent to the Secretary by [noon] [14 days prior to the date of the meeting]. A revised agenda will be issued by [7 days prior to the meeting].

1. **Any other business**

To deal with any matters raised at the meeting.

By order of the Board of charity trustees

[insert name]

Secretary

[insert date of notice]