To: Members of the [*insert name of Club / Society*]

Dear Member,

Please attend [*describe meeting*] of the [*insert name of Club / Society*] to be held on [*date*] at [*time*] in [*meeting venue*].

*If you are organising an AGM or EGM, you should inform your members here and let them know how to express interest in running for election.*

Yours sincerely,

[*Name and position of Chairperson or Secretary*]

**AGENDA**

1. Apologies – *This is where the Chair of the meeting will inform the group of any expected attendees who have not been able to come along.*
2. Minutes of Previous Meeting – *For committee meetings, this allows the group to comment on the previous set of minutes and correct any inaccuracies.*
3. Matters Arising – *A discussion of any issues / topics arising from the last meeting which are not already on the agenda.*

*Next, you discuss a prepared set of topics. For an AGM, these would be as follows:*

1. Annual Report to Membership
2. Any Constitutional Amendments
3. Election of New Committee
4. Any Other Business – *An opportunity for any member to bring another item for discussion.*
5. Date of Next Meeting – *For committee meetings, you should agree on the date of the next meeting here.*