# **AGM Notice Template**

**(Club members must be given at least seven days' notice of the meeting, via email. The notice should be sent to the Club's members and to the Arc Clubs email [**[**clubs@arc.unsw.edu.au**](mailto:clubs@arc.unsw.edu.au)**])**

The notice must (at minimum) include the *time, date, location* and basic *agenda* for the meeting. You must also include details about the nomination procedure, and who gets to stand for election and vote.

The Agenda details what is going to happen at the meeting and should follow this order:

1. *Apologies*
2. *President’s Annual Report*
3. *Treasurer’s Annual Report*
4. *Constitutional Amendments (if any are proposed)*
5. *Election of Executive*
   1. Nominees
   2. Executives Elected
   3. Signatories Chosen
6. *General Business*
7. *Business without Notice*

Sample AGM Notice:

Hi all!

This email is to give you notice that the Annual General Meeting for Nanomicrology Society (Nanomosoc) will be held on Monday 10th September, 20XX. The meeting will go from 1:00pm to approximately 1:30pm in Function Room 1, Roundhouse.

At this meeting we will receive the 20XX President's and Treasurer's reports, confirm our Club's constitution and hold elections for our new Executive team for the next 12 months, therefore it is very important that you attend. We will also be voting on an amendment to include a Vice President executive position in our constitution.

If you would like to nominate yourself for a position you can do so by replying to this mail by 8th of September 20XX.

All Club members who are current UNSW students will be able to vote.

Regards,

Tom Tall

**AGM Agenda**

Agenda: Annual General Meeting of Nanomosoc

1:00pm Monday 10th September 20XX

Function Room 1, Roundhouse

* Apologies
* President's Annual Report
* Treasurer’s Annual Report
* Club's Constitution (Accepting or making amendments)
* Election of Executive
* General Business
* Ideas for events
* Business without notice