

## ANNUAL GENERAL MEETING (AGM) SAMPLE NOTICE

*[Full name of housing co-op or letterhead]*

*[Date of notice]*

# NOTICE

## ANNUAL GENERAL MEETING

*[Insert name of housing co-op]*

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Join us on *[insert date]* for the Co-op’s Annual General Meeting (AGM).

The AGM features the annual report from your board of directors, and the election of directors.

Members will also receive a report from the Auditor and the audited financial statements for the year ending *[insert year and date]*. Members will appoint an auditor for the current fiscal year.

The meeting package, including the reports of the board of directors and the Auditor and the audited financial statements, will be distributed to all the members *[on (date)] [a few days before the meeting]*.

*[Add additional information if relevant, e.g. when registration will open, if there will be refreshments served, etc.]*