

# Click to enter the name of your Aboriginal and Torres Strait Islander corporation

# ICN Click to enter ICN

## Notice of general meeting

All members of the corporation are advised that a general meeting of the members of [enter corporation name] will take place as follows:

**Time:** [Click to enter time]

**Date:** [Click to enter the date of the meeting]

**Place:** [Click to enter the location of the meeting]

**Technology:** [Click to enter if and how members can participate from a different location (e.g. by phone or by video link)]

On arrival at the meeting, members should check the register of members and if needed, update their name, address and any other details.

### Purpose of the meeting

This meeting has been called to [state the general nature of the meeting’s business].

### Agenda

|  |  |
| --- | --- |
| **Item** | **Description** |
| 1 | Welcome, attendees and apologies:  1.1 Confirm the chair for the meeting  1.2 Attendees  1.3 Apologies  1.4 Quorum |
| 2 | Proxy appointments\*  [delete this agenda item if your corporation’s rule book does not allow proxies] |
| 3 | Minutes of the previous meeting of members:   * Cofirming the minutes * Matters arising |
| 4 | [Enter the main business of the meeting if not covered elsewhere on the agenda] |
| 5 | Special resolution/s  The following special resolution/s will be proposed at the meeting:   * Proposed special resolution: [Click to enter the exact words of the resolution]   [delete this agenda item if there are no special resolutions being proposed] |
| 6 | Members’ resolution/s  The following members’ resolution will be proposed at the meeting:   * Proposed resolution: [Click to enter the exact words of the resolution]   [delete this agenda item if there are no members’ resolutions being proposed] |
| 7 | Any other business |
| 8 | Close |

### \*Proxies

* Choose an item.
* [If the corporation’s rule book does allow proxies, set out who a proxy vote may be given to, attach an appointment of proxy form and the deadline for giving the form to the corporation.]

### Attachments

[Insert list of any papers attached to the notice, or how to access them. For example:]

* Statement from members about proposed resolution or another matter being considered at the meeting.

Regards,

[Name/s of director/s giving notice]

Directors