**ANNUAL GENERAL MEETING**

**Name of Facility**

**Section 355 Management Committee**

You are cordially invited to attend…… (are you having a function/ open day/

facility tour/ guest speaker at or before the meeting?)… details. [*It’s a good*

*idea to invite all the facility users at a minimum, perhaps even some general*

*public from the local area, to the Annual General Meeting.*]

An Annual General Meeting to review the year and nominate the Executive

positions to the Name of Committee Section 355 Management Committee for

the term of xx (x) year/s is to be held at the place on day and date at time.

Please RSVP for catering purposes to the contact person below.

Enquiries: Contact phone/ email