[INSERT GROUP LOGO]

**NOTICE OF ANNUAL GENERAL MEETING**

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| Notice is hereby given that the Annual General Meeting of the XXXX Group will be held at (time) on (date) at (venue) |

**AGENDA**

1) Apologies for absence

2) Minutes of previous annual general meeting

3) Chair’s report

4) Secretary’s report

5) Treasurer’s report

6) Monitor and review diversity data

7) Election of committee/group officers (if necessary)

8) Any other business (please notify the Secretary in advance)

If you cannot attend the AGM but have any issues you would like to be raised at the meeting, please contact the secretary. No fee is charged to attend the Annual General Meeting.