# Notice of Annual/Special General Meeting

25 March 2020

[Name]

[Address]

[Town State Postcode]

Dear \_\_\_\_\_\_\_\_\_

An Annual/Special General Meeting of the XYZ Land Trust (XYZ) is to be held on **Saturday, 12 April 2020** at the Police Citizen Youth Centre, Warwick, commencing at 10.00am.

It is important that a quorum is achieved for this meeting in order for all discussions and decisions to be validated. As per the XYZ constitution, rule 99AB ’a quorum for all general meetings of the members of the land trust is not less than ‘x’ memberspresent at the meeting’.

A number of issues will be discussed at this meeting, including:

* additional member nominations
* recent resignations
* administrative arrangements
* proposed amendments to the constitution
* Land trust capacity building training.

Please find enclosed an agenda outlining these issues. If you have any questions, please contact either:

Secretary [name] on [insert contact number].

Chairperson [name] on [insert contact number].

I look forward to seeing you at this meeting on Saturday, 12 April 2020.

Yours sincerely

### Chairperson

### XYZ Land Trust