Date: mm/dd/yyyy

Notice of  {nth.} meeting of ABC nonprofit organization

According to section X of the bylaws of the organization, the board of directors hereby gives notice of the annual general meeting of {Name of the nonprofit organization} which will take place on Tuesday 16 April 20XX at 4.30 p.m. at {venue of the meeting}

Board members of the Organization are invited to participate.

Agenda for the meeting:

1) Report on the activities of the organization in the past year.

2) Presentation of the audited annual report for approval.

3)  Appointment of new directors

Appendix to the notice

1) List of retiring directors (being eligible for reelection)

2) Copy of the draft annual report

3) Profile of directors proposed to be elected