

Example AGM invite for branch members

For a supply of headed paper contact the Volunteering Team on 01604 611681 or email volunteering@mndassociation.org

(Insert Branch Secretary's address for replies)

(Insert Date: to give at least 30 days notice)

Dear Member,

You are invited to our forthcoming Annual General Meeting, on **Thursday 1 March, 2pm – 4pm, at the Everybody Centre, 1 Any Street, Any Town.**

We do hope that you will be able to join us as we reflect over our activities of the last year. In addition to the formalities of the AGM itself, we are also delighted to welcome **Andrea Anybody** to the meeting, who will be giving a short presentation about **current research into MND.**

We are sure it will be a very informative and enjoyable **morning/ afternoon/ evening.** Following the presentation, we will be serving a **light finger buffet** and offering the opportunity to socialise with both old friends and new.

If you would like the AGM to consider a resolution, please let me know in writing two weeks before the meeting and I will ensure that it is included on the agenda.

In order that we can cater appropriately, we would be grateful if you could complete the enclosed RSVP slip and return it to the address indicated by **DATE.**

We look forward to seeing you there.

Yours faithfully

Your name

Branch Secretary

Bloggshire Branch