##### **Notice of COMMITTEE general Meeting template (remove)**

**MEETING NOTICE** [TODAYS DATE ]

**[INSERT COMMITTEE NAME] GENERAL MEETING**

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |

RSVP ATTENDANCE, APOLOGIES & AGENDA ITEMS TO [COMMITTEE SECRETARY NAME, EMAIL, PHONE] by [insert date 7 days prior to meeting]

Agenda & Minutes of the previous meeting will be forwarded [INSERT DATE 7 days prior to meeting date]