



Preparing Your Notice Package or For a General Meeting

AGM (or SGM as applicable) Notice Package

Table with 2 columns: Item, Completed. Lists 17 items for the AGM/SGM notice package, including notice page, agenda, proxy forms, financial reports, and resolutions.

AGM (or SGM as applicable) Check List for the Meeting

Table with 2 columns: Item, Completed. Lists 20 items for the AGM/SGM meeting check list, including room location, sound system, easel, voting cards, ballots, registration log, and various reports.