

The logo for the Australian Labor Party, featuring the word "Labor" in white text on a red rectangular background.

# [SAMPLE BRANCH] ANNUAL GENERAL MEETING NOTICE

[DAY, MONTH, YEAR]

Dear Member

The Annual General Meeting of [SAMPLE] Branch of the Australian Labor Party will be held [DATE, TIME, PLACE.]

The following Branch positions are available for election:

- President
- Vice President (2)
- Secretary
- Treasurer
- Fundraising Officer
- Assistant Secretary
- Auditors (2)
- New Member Officer
- Branch Returning Officer
- Deputy Returning Officer
- Delegates to FEC
- Delegates to SEC
- Delegates to LGC
- Alternate Delegates to FEC
- Alternate Delegates to SEC
- Alternate Delegates to LGC

Nominations for Branch positions close with the Returning Officer at [DATE, TIME, PLACE]. Please find attached a nomination form if you wish to nominate for a position.

Should you have any queries, please do not hesitate to contact myself on [TELEPHONE NUMBER].

Sincerely

Name

Secretary [SAMPLE] Branch