# Model Notice for Annual General Meetings

We’re required to give 14 days’ notice to Brigade Members advising the holding of the Brigade’s Annual General Meeting.

**[Brigade name] – Notice of Annual General Meeting**

Notice is given that the Annual General Meeting of the [Brigade name] will be held at the Fire Station, [address], on [Day and Date, e.g. Monday 30th September 2019] commencing at [time, e.g. 19.30] hours. The agenda for this meeting has been posted on the Brigade’s website and noticeboard, hard copies are available in advance at the fire station and will also be available on the night prior to the commencement of the meeting. Dress: Tunics, light blue shirts, without medals.

Brigade Secretary:

Date of Notice:

# Model Notice for Special General Meetings

We’re required to give 48 hours’ notice to Brigade Members advising the holding of a Special General Meeting of the Brigade.

**[Brigade name] – Notice of Special General Meeting**

Notice is given that a Special General Meeting of the [Brigade name] will be held at the Fire Station, [address], on [Day and Date, e.g. Monday 30th September 2019] commencing at [time, e.g. 19.30] hours. I have received a request by the majority of Brigade members for such a meeting pursuant to Brigade Rules and I advise that the [list all business to be discussed at the special general meeting, e.g. sole item on the agenda concerns the proposed replacement of our Scania appliance]. Dress: Dark blues.

Brigade Secretary:

Date of Notice: