| Universiti Tunku Abdul Rahman | | | |
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| Form Title : **NOTICE OF ANNUAL GENERAL MEETING** | | | |
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**SOCIETY STAMP**

**<Name of society/club>**
**<Name of Campus>**

**ANNUAL GENERAL MEETINGS & ELECTION OF NEW COMMITTEES 20__/__**

**Date: Day, _____/_____/_____**
**Time: _____ to _____**
**Venue: _____**

**Agenda:**

1. **Address by Chairman** *(Committee 2006/7)*
2. **Address by Advisor**
3. **Secretarial Report by Secretary** *(Committee 2006/7)*
4. **Financial Report by Treasurer** *(Committee 2006/7)*
5. **Q & A by members & Committee 2006/7**
6. **Nomination** *(speech by nominees on what they can serve the society/club when elected)*
7. **Election of Committee 2007/8**
8. **Address by new Chairman 2007/8 with plan**
9. **Any other business**
10. **Team games/Entertainment** *(optional)*
11. **Refreshment**

*N.B. Clauses in italic are only guidelines and shall not be printed in the notice.*

**All Ordinary Members of Societies/Clubs are encouraged to exercise your right to**
1. **Nominate or/and**
2. **Stand for Election as one of the Executive Committee Members of and**
3. **Vote for a new committee for your society/club.**

**Please contact <name> at <contact no.> or register your attendance at the booth by ___/___/___ for the committee to prepare refreshment for eligible members.**

**Your cooperation is very much appreciated.**

**Thank you.**

**Prepared by,**

**<Name>**
**<Secretary>**