

**\*\*\*EXAMPLE PLEASE USE AS A GUIDELINE CREATING MEETING NOTICES\*\*\***

**ANNUAL UNION MEETING NOTICE**

**\*IMPORTANT\***

\_\_\_\_\_ County/Area Rural Carriers Association; for all members in good standing.

Dear, County RLCA member,

The Annual county meeting has been scheduled.

The importance of your attendance at this meeting cannot be emphasized enough. The meeting will be held:

Date: \_\_\_\_\_

Time \_\_\_\_\_

Address: \_\_\_\_\_

Directions:

Agenda:

1. Election of officers\*
2. Old Business
3. New Business
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
4. POSSIBLE Guest speakers: State officer, Steward, Auxiliary Representative
5. Questions and Answers

\*PLEASE NOTE THAT IF YOU ARE UNABLE TO ATTEND THE MEETING AND WISH TO BE NOMINATED FOR OFFICE, YOU MUST PROVIDE THAT INFORMATION IN WRITING TO YOUR COUNTY SECRETARY PRIOR TO THE MEETING.

Signed: \_\_\_\_\_

County Secretary or President