

Here is a template, totally free of charge!

However, **we don't recommend using it.**

Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a [fully personalized document](#) for a low one-time fee.

Our lawyers work hard to keep everything updated and accurate.

You get all of the benefits of a lawyer at a fraction of the cost.

## NOTICE OF A MEETING OF THE BOARD OF DIRECTORS OF \_\_\_\_\_

To: The Board of Directors

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

You are hereby notified that the Annual meeting of the Board of Directors of the Corporation will be held on \_\_\_\_\_ **at** \_\_\_\_\_, at the following address:

\_\_\_\_\_

This meeting is being convened for the following purpose(s):

- Elect new Officers to the Board
- Elect new Directors to the Board
- Review organizational financial statements
- Adopt new documents and/or plans
- Determine salaries, bonuses, and/or director's fees
- \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_, on behalf of \_\_\_\_\_

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