**<ASSOCIATION NAME>**

<address>

<telephone number>

<email address>

**NOTICE OF SPECIAL MEETING OF THE BOARD OF DIRECTORS**

To: All members of the <association name>

Notice is hereby given that a special meeting of the Board of Directors will be held at <time> on <day of the week>, <date> at the <venue>.

The purpose of the special meeting is to discuss and act on the following business matters:

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If you will not be able to attend the special meeting, you may submit a proxy form to allow someone else to attend the meeting and act on your behalf.

<Board Secretary’s Signature>

<Board Secretary’s Name>

<Date>