

Form:

Notice of Meeting of Board of Directors

Description:

This is a form of written notice to the members of a board of directors of a corporation notifying them of a Board meeting. Make sure that the notice is given far enough in advance of the meeting, in compliance with the requirements of the corporation's bylaws.

NOTICE OF MEETING OF BOARD OF DIRECTORS OF
[NAME OF CORPORATION]

Members of the Board of Directors:

The Board of Directors of [Name of Corporation] will hold [its regular] [a special] meeting on [Date] at [Time] at [Place].

[This meeting will be held for the purpose of transacting the following business:
[Description of Business].]

Date: _____

[Name]

[Title]