**Meeting Notification Memo**

It is time to let your BOSS Reps know that there is an upcoming Meeting. This memo can be a useful tool for you, as a member of the BOSS Executive Council, to show your reps when, and where, your BOSS meeting will be. This can also be used to notify your BOSS General Council, or Senior Council that the meeting date, time, or location has changed.

When tailoring this to your specific Garrison keep the following in mind when reviewing the correlating numbers:

1. This is where you can plug in the information on when and where your BOSS Meeting is going to be at. Ensure that you put an address of the location, remember that some may be new to the Installation, so they may not know where to go.
2. This lets the BOSS Representative know that they should inform your Executive Team if they are not able to make it
3. Ensure you attach your Agenda to this so they know what will be discussed.
4. Who do they need to contact if they have more questions?

See the following Page for an Example!