**NCTE Assembly Directors Form**

***Director(s) will attend the Board of Directors Meeting held at the NCTE Annual Convention***

**NOTE:** A memo providing details on the allotted number of directors to which your assembly is entitled will be sent in June. Only report the number stipulated in the memo.

**PLEASE RETURN THIS FORM OR THE INFORMATION REQUESTED ON IT NO LATER THAN SEPTEMBER 15 TO:** Division of Affiliate Services, NCTE, 1111 W. Kenyon Road, Urbana, Illinois 61801-1096; Fax: 217-278-3761; Email [affsec@ncte.org](mailto:affsec@ncte.org).

If assembly dues and/or the names of directors are not received **by September 15**, we will not be able to send credentials and other materials for the Annual Business/Board of Directors Meeting.

**NOTE:** According to the NCTE Constitution, an assembly with fewer than **149** NCTE members may name one director; assemblies with **150-349** NCTE members may name two directors; NCTE assemblies with **350-549** NCTE members may name three directors; assemblies with **550-749** NCTE members may name four directors, and so on up to a maximum of six directors (constitutional amendment, 1991). **All officers, including directors, must be members of the National Council.**

**Full Name of Assembly:**

**Name of Person Submitting Report:**

**Position in Assembly:**

**Academic Year:**

**Date:**

**Include the following information for each Director.**

|  |  |
| --- | --- |
| **(1) Director’s Name:** | **Preferred Mail Address: Home\_\_\_ Work\_\_\_** |
| **Institution Address:** | **Work Phone:**  **Home Phone:**  **Fax:** |
| **Home Address:** | **Email:**  **Date of election:**  **Term of office:** |

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