National Council of Teachers of English

2021 NCTE Assembly Annual Report Survey

1. What is the name of your assembly? (Please spell out.)

2. What is your assembly's acronym?

3. Please list your assembly's digital networks:

Website:

Twitter:

Facebook:

Instagram:

Other (s):

4. What is your full name?

5. What is your role in the assembly?

◯ Chair

◯ Vice Chair

◯ Executive Secretary

◯ Other (Please specify.):

6. Please review the mission of your assembly as listed on the NCTE website. Please submit any edits or changes in the box below.

[ ]

7. How many individual members do you have in your assembly?

[ ]

8. What tactics does your group use to recruit/retain members? Check all that apply.

[ ] Include membership in conference registration.

[ ] Use a list from NCTE of people interested in the focus of your assembly.

[ ] Use membership materials that show how the assembly helps educators with what's important to them (e.g., state standards or professional development credit).

[ ] Involve members in assembly activities (e.g., listservs, social media, convention meetings).

[ ] Provide teacher educators with membership fliers for their students.

[ ] Ask members to solicit new members through an "each-one/reach-one" campaign.

[ ] Discount membership for new teachers.

[ ] Discount membership for students.

[ ] Offer incentives for individuals to join (e.g., gift items, discounts).

[ ] Other (Please specify.)

[ ]

9. How do you communicate with your members?

[ ] Letter from the chair

[ ] Newsletter - print only

[ ] Newsletter - electronic

[ ] Print newsletter posted on website

[ ] Journal - print only

[ ] Journal - electronic only

[ ] Print journal posted on website

[ ] Listserv

[ ] Website

[ ] Social Network such as Instagram, Twitter, Facebook

[ ] Other (Please specify.)

[ ]

10. Does your assembly have tax-exempt status? Please check the appropriate answer below.

○ My assembly has its own 501(c)(3) tax-exempt status.

○ My assembly is a member of the NCTE 501(c)(3) Tax-Exempt Group.

○ My assembly does not have tax-exempt status.

○ I would like more information on how to be included in <u>NCTE's 501(c)(3) Tax-Exempt Group</u>.

○ Other (Please specify.)

[   ]

11. Please indicate which of the following policies your assembly has adopted that are required by the IRS for all 501(c)(3) nonprofit organizations that file 990 tax forms and that are recommended for other nonprofit organizations as well. Please check all that apply.

☐ <u>Code of Ethics</u>

☐ <u>Conflict of Interest Policy</u>

☐ <u>Document Retention and Destruction Policy</u>

☐ <u>Whistleblower Policy</u>

☐ <u>Joint Venture Policy</u>

☐ <u>Compensation Policy</u>

12. Please list date(s), topic(s), and average attendance of your assembly's convention session(s) from this past year along with remarks on the success of the session(s).

[   ]

13. Please list date(s), theme(s), of any conferences your assembly had that were not part of an NCTE Convention, along with remarks on the success of the conference(s).

[   ]

14. List up to three of your assembly's most outstanding accomplishments from this past year and please describe one of these in more detail.

[   ]

15. Identify up to three issues or challenges (operational, policy, educational, etc.) that concern your assembly and explain how you are working on these issues.

16. How often does your assembly send a voting representative(s) (NCTE Director) to the Board of Directors meeting at NCTE's Annual Convention? The meeting is held late Friday afternoon and credentials are collected for directors/representatives in attendance.

○ Every year

○ Every other year

○ Once every three years

17. Please note that the following items must be sent by email to affsec@ncte.org by July 15.

○ Roster of officers and NCTE Assembly Director Form, including position titles, street addresses, telephone numbers, and emails.

○ A statement verifying that all your officers are members of NCTE.

○ The assembly's budget/financial statement for the past year. Use your own form or this one.

○ The assembly's membership list in this designated format.

○ The assembly's most recent constitution.

○ The assembly's Policy on Involvement of People of Color. View NCTE's policy as a model.

○ Minutes of all meetings the assembly has held this past year. If you add affsec@ncte.org to the roster of officers to receive minutes, we'll get them throughout the year.

○ The Information Exchange Agreement or a statement that your assembly does not wish to participate.

○ Copies of any assembly newsletters and journals. If you haven't already put affsec@ncte.org on your list of "members" to receive your publications, please do so now and we'll get your publications when your members do.