North Central Texas Council Of Governments

TO: Selected Administrative Officials

DATE: May 20, 2011

FROM: Lucille Johnson
Assistant to the Executive Director

SUBJECT: Information for NCTCOG's 2011 – 2012 Regional Directory

Each year following the municipal and school board elections, the North Central Texas Council of Governments (NCTCOG) publishes a regional directory of locally elected government officials and staff professionals for the 16-county North Central Texas region. The directory also includes regional organizations, the region's legislative and congressional delegations, and selected state and federal offices. The directory has a large readership and is used by public and private officials, citizens, and others in the region and across Texas.

We are seeking your assistance in compiling updated information for the 2011 - 2012 directory. Enclosed is your entry from last year's directory. Please take a few minutes to review last year's entry, make the appropriate changes right on the page, and return it to our office by **Tuesday, June 7th**. You can also fax your information to us at 817-704-2542, or scan and email your page to awebster@nctcog.org.

The entry of data is made easier if you submit your changes on the enclosed sheet, thus; we request that you do not retype the form. **Should you wish to submit a copy of a roster sheet that you maintain, please highlight the officials for replacement on your sheet and cross out the name on the enclosed sheet.**

Thank you for assisting us in this endeavor. We anticipate that the directory will be ready in August. If you have any questions, please contact me at 817-695-9103, or Alice Webster at 817-695-9140.

Encl.

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