

Search Committee Confidentiality Agreement

As a member of the TABCO Executive Search Committee (hereinafter Search Committee), charged to search for and recommend an Executive Director candidate to the Executive Board, I recognize and accept my responsibility to protect the confidentiality of every prospect and applicant, the search process itself, and the deliberations of the Search Committee.

As a member of the Search Committee, I will have access to confidential information and materials related to the search, and with full knowledge of the critical importance of confidentiality to the integrity and success of the search process I hereby agree:

The deliberations of the Search Committee and any and all information relating to such deliberations, and all documents relating to the search and the work of the Search Committee, are confidential.

I further agree not to release information regarding:

1. Written material turned in by the applicants or evaluations made by the Search Committee members about applicants;
2. Oral discussions by or about applicants or committee members during or following the interview process; and,
3. Any other information that relates to the selection process, including, but not limited to:
 - a) Names of persons who have applied for employment;
 - b) Number of applications received;
 - c) Application or applicant ratings or status;
 - d) Any information pertaining to references, results or questions that are asked.

The Search Committee chair, TABCO President, Cindy Sexton, or her designee, may disclose the process and status of the Search Committee's work to others. I will not, unless otherwise directed or approved by the Search Committee, disclose confidential information to any person or entity. I may be removed from the Search Committee if I knowingly breach any of these confidentiality obligations. Such removal shall be by the TABCO President. I understand that, even if removed, these confidentiality obligations still apply, subject to discipline under the TABCO Constitution and Bylaws. I have read, understand, and agree to abide by all of the terms of this Agreement as a condition of my service as a Search Committee member.

Search Committee Member

Date