



Board Exchange (6 mths) Partnership and Confidentiality Agreement

1. Spend time with my exchange partner at our respective organisations, or other locations as agreed, for a mutually agreed frequency of time. A series of between 3 – 6 meetings should take place over the 6 month exchange period. Once meeting dates are agreed, they should not be cancelled unless unavoidable. Participants are expected to commit to the programme and as such are asked to sign their agreement below.
2. If helpful, both parties can log on the reverse of this form, their agreed exchange objectives, providing a useful reference point during the exchange. A reflection document is also available on our “Participant Expectation Document” for participants to document progress against objectives. Neither of these however, are a mandatory requirement of the Board Exchange.
3. Participants may withdraw from the exchange relationship at any time, although it is expected that they should inform both their match partner and Programme Co-ordinator if this is necessary.
4. Participants agree to provide the Programme Co-ordinator from time to time with such information as may be required to manage and evaluate the programme.
5. Participants agree to act in good faith at all times in dealings with the exchange, but it is specifically agreed between the parties hereto that participants shall have no liability whatsoever by taking part in this programme. This extends to no liability being attached to the sector or any of their respective staff in terms of any loss, damage or injury sustained as a result of participating in the Board Exchange.
6. It is recognised by all participants, that in the course of the exchange programme, matters of a confidential nature may be discussed. Each participant has been advised that all discussions with the participating organisation are held in total confidence. In addition, their role in the exchange is that of participants carrying no remuneration, and they are not acting as a consultant or advisor to the other.
7. Should a participant decide to become involved in a formal capacity with the exchange organisation (including as paid or volunteer staff for the organisation), or provide goods or services on a commercial basis to the organisation, this will give rise to a potential conflict of interest with the aims of the exchange programme. Such circumstances should be disclosed to the Programme Co-ordinator who will endeavour to find an alternative match.
8. Participants are aware that the sharing of their anonymous profile with any potential exchange partners may form part of the matching process.
9. Participants application details may be shared with ACOSVO, College Development Network and the Leadership Exchange Coordinator Group representatives.
10. Participants agree to provide ACOSVO, College Development Network and the Leadership Exchange Coordinator Group representatives with such information as may be required to manage and evaluate the programme. This could include completing short surveys, sharing exchange experiences at information sessions, taking part in case studies or short video interviews. Participants will be asked which evaluation method is most convenient for them.

Signed (exchange participant) Date.....

Signed (exchange participant) Date.....

