

CONFIDENTIALITY AGREEMENT AND CONFLICT OF INTEREST STATEMENT

I understand that I am accepting an elected/appointed (circle one) position on the Board of Directors for the California Division, Inc. of the International Association of Administrative Professionals. During the term of this position, I will be committed to fulfilling those responsibilities placed on me, and to work with the other members of this group in striving toward the goals and objectives communicated to me.

I understand there may be times when I will be exposed to information and programs that are the confidential property of IAAP, and that this information should not go outside my officer/committee (circle one) work. I understand that disclosure of confidential information about IAAP or any of its programs, to parties or companies outside IAAP, is not permitted, and is grounds for my removal from this group.

I also understand that my work on this Board is strictly as a volunteer, and there is no remuneration other than certain reimbursed expenses which will be detailed to me later as necessary.

I commit to this work without regard for personal gain, and will not attempt to profit in any regard from my duties as a member of this group. I realize that attempting to achieve personal gain through this elected/appointed (circle one) position, or through the use of knowledge I have obtained as a result of this elected/appointed (circle one) position, could result in a conflict of interest.

Attested to:

Date: _____