



Association of Social Work Boards

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## Association of Social Work Boards Confidentiality/Ownership Agreement

Name: \_\_\_\_\_

Those involved as paid consultants, volunteers or employees with the Association of Social Work Boards (ASWB) have a significant responsibility in the regulation of the social work profession and in the ASWB mission of service to member boards in the interest of public protection. ASWB employees, consultants, volunteers, and participants on ASWB task forces, committees, or within the examination program must maintain the highest standards by avoiding any appearance or conflict of interest, abiding by communication protocols, and by keeping in confidence any materials and information concerning the programs with which they are involved.

Therefore, in consideration of my position as an employee, consultant, volunteer, or participant with ASWB, I understand and agree to the following:

1. To abide by ASWB's Articles of Incorporation, Bylaws, Policy Manual, and any other guidelines or handbooks, as may be amended from time to time, that apply to my involvement with ASWB.
2. Recognition of the communication protocols of ASWB and the fact that discussions of workplace assignments, committee or task force activities must, at times, be coordinated through the ASWB Board of Directors and/or association office and to respect such communication protocols.
3. There may be instances where I am placed in a situation where a conflict of interest or appearance of a conflict may exist. When such conflicts arise, I will recuse myself from discussion and refrain from participating in any action with regard to the particular issue. Furthermore, I understand that ASWB may document the existence, or possible existence, of such conflict and my actions taken to excuse myself from the proceedings.
4. To hold in complete confidence, in perpetuity, all information which I receive as an employee, volunteer or consultant. This shall include, where applicable, contents of committee/task force discussions, work product, examination questions, statistics, items, or data. I agree to only release information as expressly authorized by the Bylaws, the Board of Directors, or ASWB policies.
5. Any work I perform in fulfilling my duties as a consultant, volunteer or employee of ASWB will be and remain the property solely of ASWB and any materials used during the time of participation will be returned to ASWB at the end of the work to be performed.

6. If I participate in any way with ASWB's examination program, I also agree to wait for a period of five years after completion of a term as a member or substitute member of the Examination Committee, or after ending work as a consultant, form reviewer, item writer, volunteer, or employee who works with the examination program, before doing any of the following without prior written consent of ASWB:
  - (a) conducting or participating in any review courses, seminars or study programs which prepare individuals to take any ASWB examination;
  - (b) Authoring, co-authoring, or participating in any capacity involving a publication pertaining to the examination program; or
  - (c) participating in any other activity, program, seminar, study group or publication regarding the examination program.
7. If I participate in any way with ASWB's examination program, I also agree to wait for a period of one year after completion of a term of as a member or substitute member of the Examination Committee, or after ending work as a consultant, form reviewer, item writer, volunteer, or employee who works with the examination program, to take any level of the examination which has been part of the work performed.
8. I understand that ASWB is the owner of each examination produced and to be produced and I agree that during my participation with the association and in perpetuity, I will not engage in any activities that would adversely affect the intellectual property rights, trademark registration, or any other aspects of the examination program.
9. It is agreed that if any provision of this Agreement is held to be invalid by a Court of competent jurisdiction, the remainder of the provisions of the Agreement shall not be affected thereby and shall remain in full force and effect to the extent permitted by law

The purposes of these undertakings are to help participants in their service to ASWB, and to protect the integrity of the association.

By entering your full legal name below, you attest that you have read and understand the above information, and will abide by this agreement.

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Full Legal Name

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Today's Date



### **ASWB Virtual Meeting Confidentiality Guidelines**

ASWB volunteers are integral to ASWB. We truly appreciate your willingness to continue your participation as we accommodate the COVID-19 challenges that are changing the way we interact and complete the work of ASWB.

ASWB is relying increasingly on online meeting platforms as an alternative to in-person meetings. To ensure the privacy of virtual meetings and conference calls, ASWB has established the following protocols:

- Requiring a password to access all virtual meetings and conference calls
- Using the waiting room feature to ensure that only intended attendees are admitted to the meeting
- Opting out of recording virtual meetings or conference calls offered through meeting platforms to ensure that recordings of conversations are not stored on external servers

#### **Steps you can take to help ASWB ensure confidentiality**

As an ASWB volunteer, you have signed a confidentiality agreement. Please follow these guidelines to ensure your compliance with the agreement and to help ASWB maintain the same level of confidentiality in virtual meetings as in-person meetings.

- Use a private room where you can participate without interruption from other people entering and possibly viewing your computer screen
- Use a headset with a microphone
- Use a white noise machine or other means of masking sound if others might overhear meeting discussions

Please email Jenny Biche, outreach coordinator, at [jbiche@aswb.org](mailto:jbiche@aswb.org) if you need equipment or are unable to maintain confidentiality during ASWB virtual meetings. We will do all we can to provide assistance in overcoming these challenges.

Again, thank you for your willingness to continue to support the work of ASWB during this challenging time. Please contact Melissa Ryder, volunteer engagement and outreach senior manager, at [mryder@aswb.org](mailto:mryder@aswb.org) if you have questions. Thank you again, for your dedication to the mission of ASWB!