



### Consultant Agreement

As a consultant listed in the Tennessee Nonprofit Network consultant directory, I accept the following policies and agree to abide by the following terms for my 2024 agreement:

- **Application.** Tennessee Nonprofit Network reserves the right to deny any application that does not meet the criteria for inclusion in our directory and/or align with Tennessee Nonprofit Network's mission and values. In the event that the application is not accepted, a consultant can ask for a review by the Chief Executive Officer. The Chief Executive Officer retains sole discretion for approval. Consultants who are not approved for the directory may re-apply every six months.
- **Fees.** Upon approval of the consultant's application, the consultant will have 30 days to provide payment for the one-time application fee. Application fees are \$250 for Tennessee residents/businesses and \$400 for out-of-state residents/businesses. In the event payment is not made in a timely manner, the consultant will not be added to the directory. As of January 1, 2023, Tennessee Nonprofit Network will no longer charge an annual fee for inclusion in the directory and will only charge a one-time application fee.
- **Fee waivers.** Tennessee Nonprofit Network values diversity of all kinds in our staff, board, members, and consultants. At times, Tennessee Nonprofit Network may choose to waive application fees for consultants based on need. Tennessee Nonprofit Network reserves the right to waive fees for to ensure the process is equitable and that our directory includes a diverse range of consultants from different communities, backgrounds, geographies, and lived experience.
- **Endorsements.** Tennessee Nonprofit Network manages the consultant resource directory as an information and referral resource for nonprofits in Tennessee. We do not endorse any specific consultant or firm listed. When a recommendation is requested by a member organization, Tennessee Nonprofit Network board and staff will share the entire directory with the expectation that the partner will exercise their own due diligence in selecting a consultant. Tennessee Nonprofit Network staff is prohibited from providing specific feedback about consultants listed in the directory to our member organizations. When requested, Tennessee Nonprofit Network will only provide references, quotes for websites, etc. for consultants who have contracted directly with Tennessee Nonprofit Network.
- **Commission and compensation.** Tennessee Nonprofit Network does not receive compensation or commission for work obtained by consultants through our directory.



- **Use of Tennessee Nonprofit Network logo.** Tennessee Nonprofit Network only grants use of its name and logo in consultant marketing materials on a case-by-case basis. If you would like to acknowledge your inclusion in our directory on your website or other marketing materials, please contact us at [info@tnnonprofits.org](mailto:info@tnnonprofits.org).
- **Non-solicitation policy.** To preclude any appearance of Tennessee Nonprofit Network endorsing or favoring a specific consultant, direct solicitation of any kind by a consultant is prohibited at Tennessee Nonprofit Network events, on Tennessee Nonprofit Network's social media accounts, and through the ConnecTNN site (UpSquad platform).
- **Conflicts of Interest.** Current board members and staff members are prohibited from participation in the consultant directory. Former board members and staff members will be reviewed on a case-by-case basis and approved at the sole discretion of the Chief Executive Officer. Family members of staff and board members are also prohibited from participation in the consultant directory.
- **Discrimination.** Consultants in our database are prohibited from discrimination against any of our members based on race, color, religion, national origin, sex, age, disability, sexual orientation, or gender identity/expression.
- **Non-disparagement policy.** You agree that you will not disparage or encourage others to disparage Tennessee Nonprofit Network, its staff members, its board members, or other consultants listed in the directory. For purposes of this agreement, the term disparage includes without limitation comments or statements made in any matter or medium about the company which would adversely affect the business reputation of the company or the personal reputation of staff, board members, or consultants.
- **Feedback or complaints.** Tennessee Nonprofit Network strives to provide excellent service and resources to our all our members, including consultants in our directory. Consultants are encouraged to share their experience directly with the staff, including the President & CEO. Where available and requested by a consultant, feedback on a consultant that Tennessee Nonprofit Network receives from a nonprofit member will be shared with the consultant in a timely manner. Tennessee Nonprofit Network does not actively solicit feedback from members regarding the quality of consultants but will share feedback with consultants when provided by our member organizations.
- **Renewal.** Consultants listed in our directory are required to sign an updated consultant agreement each calendar year.



- **Termination of relationship.** Tennessee Nonprofit Network reserves the right to terminate the relationship with any consultant who violates these conditions and/or no longer aligns with the mission and values of the organization.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_