

## **Policy for Consultants**

### **April 2007**

Thank you for showing interest in the West Africa Consultants' Network (WACN). WACN was created in September 2006 by two professionals in Accra, Ghana looking for work. We thought it would be a good idea to have an informal network of fellow consultants who could share information about job openings in Accra. After several meetings, the name WACN was adopted, and our first mailing to potential employers was sent out in late September 2006. As a result of this mailing, several members found employment, and word spread about WACN to both consultants and potential employers. As discussions continued, it became evident that there was a great need for this network and the group grew from six at the initial meeting to over 30 presently. WACN is managed by a steering committee of six consultants.

The following policies and procedures about the management of the network must be agreed upon in order for this network to run successfully.

- All salary negotiations are between the employer and the consultant. WACN serves only as a networking tool to publicize people's qualifications.
- All legal matters associated with employment, including work permits, are solely the affairs of the employer and the consultant.
- Do not use the WACN agency email list to contact potential employers directly. Call the agency and ask for a contact name, email address, or phone number if you would like to contact a potential employer. If network members call the agencies directly using the WACN name, those members will become a nuisance, our list will be deleted and WACN will cease to be effective.
- Privacy of individual members and agencies are of paramount importance. Our personal contact information is shared with each other as well as with potential employers. As a member of WACN, you must respect the privacy of others and not bombard individuals or the whole group with emails or telephone calls. We will include a goodies section where we can advertise or solicit information on the website.

- By including your name, email address, phone number, and qualifications summary on our email list and blog spot (<http://westafricaconsultantsnetwork.blogspot.com>), you are agreeing to publicize your information to potential employers, but also may open yourself up to other solicitations not associated with your job search. We hope that this doesn't happen, but it's a possibility.
- Prior to acceptance on the WACN consultants list, consultants must either know a current member who can attest to good character or must come to a regularly scheduled meeting.
- Participation in the network will be revoked by the steering committee if any of the above policies are abused or if the network receives negative feedback from potential or actual employers.
- Consultants choose to join the network with the understanding that they must follow these policies. WACN is not responsible for any misconduct.

The strength of WACN is its qualified, professional consultants who offer services to potential employers. Employers learn about network members through the quarterly list of qualified summaries of its members which is emailed to them and posted on our website--we want to make sure potential employers use WACN to fill their positions. Please share any feedback with us at [westafricaconsultants@gmail.com](mailto:westafricaconsultants@gmail.com)