

April 2025

## Circular Keys Chorus Inc. Director/Chorus Agreement

The following is agreed between the Circular Keys Chorus Chapter of Sweet Adelines International and Vicki Dwyer, Musical Director, from 1st April 2025 to 31st March 2026.

### Musical Director's Letter to Chorus

I, Vicki Dwyer, agree to serve as the Music Director for the Circular Keys Chorus Inc.

I understand my duties to include:

1. Teaching and training members in the singing of four-part harmony, barbershop style.
2. Attend all regularly scheduled Chorus rehearsals, except in cases of emergency or necessary absence. Giving as much notice as possible to the Team Coordinator, if absence is necessary.
3. Teaching and training the Chorus in four part harmony barbershop style singing and providing a minimum of two hours of rehearsal time at each regularly scheduled rehearsal.
4. Being responsible, in consultation with Music Staff, for determining a plan for each rehearsal and amending the plan as required.
5. Appointing and assuming responsibility for training a Music Staff, consisting of Assistant Director(s), Section Leaders and Choreographer(s), as required. Appointments are to be ratified by the Management Team. This Staff will serve as consultants and specialists in designated musical areas and will assist the Director as required.
6. Holding regular meetings of the Music Staff, representing the Music Staff at Management Team meetings and providing reports.
7. Being responsible, in consultation with Music Staff, for selecting music and building a varied musical repertoire
8. Being responsible, in consultation with Music Staff, for determining the musical qualifications of prospective members.
9. Being responsible, in consultation with Music Staff, for determining the music eligibility of members for singing engagements, shows and competition.
10. Directing the Chorus at performances, Chorus shows (where appropriate) and competition.
11. Providing a suitable replacement in the event I am unable to attend a Chorus rehearsal(s) or any of the above-mentioned events.
12. Assuming or delegating responsibility for the following aspects of every Chorus performance: standing positions, music, program order, costume, makeup and emcee.
13. Assuming or delegating responsibility for accepting or rejecting Chorus performance engagements in consultation with the Music Staff and Performance Coordinator.
14. Making arrangements for Assistant Director(s) or others to conduct Chorus rehearsals and singing engagements when I cannot attend.
15. Directing the Chorus, or nominating a replacement, in each competition for which the Chorus is eligible, providing all criteria for performing in competition have been met by the Chorus members.
16. Cooperating with the Show Chair in planning Chorus shows, and directing the Show with the Assistant Director or others, as required.
17. Consulting with the Choreographer and/or her Team in the planning of choreography, to ensure that it enhances the musical product.
18. Attending Australian Region music and directors' schools, seminars, and competitions as designated for the year and approved by Management Team.
19. Attending International Education (directors' school, seminars, competitions, workshops) each year, as recommended by the Musical Director and approved by Management Team.
20. Promoting Chapter quartets and assisting them where possible.
21. Assessing readiness of Chapter quartets for performing, using the 'Basic Criteria for Public Performance' found in Section VIII of the *Chapter Guide*.
22. Consulting with the Team Coordinator immediately if problems arise that inhibit the Director's effective functioning.
23. Expressing opinions and making suggestions to the Management Team concerning administrative matters that affect the musical area.

April 2025

24. Abiding by the International, Regional and Chapter Bylaws, and Regional and Chapter Standing Rules of Sweet Adelines International.

In return for my services I expect to receive:

1. \$200.00 for each rehearsal, 20% of chorus fee capped at \$105 per paid performance including shows, \$500 per weekend retreat and \$250 per weekend day workshop. There will be no honorarium paid for free performances.
2. Chorus learning tracks to be paid between \$100- \$200 based on invoice from Musical Director.
3. Transport, room and board (actual cost) and registration fees, for all Regional and International events in which the Chorus participates; costs for Regional educational events; transport, room and board (actual cost) and registration fees to International educational events by request and approval of the Management Team.
4. All costumes and accessories, including dressmaker's costs, to be paid by the Chorus.
5. International per capita fees and Regional fees, paid by the Chorus.
6. Waiver of all Chorus dues.
7. In the event I must terminate my services, I agree to give the Chorus at least 30 days' notice in writing. I also understand that my services may be terminated for just cause, as determined by a majority vote of Chorus members, after 30 days' written notice from the Chorus Team Coordinator.

Signed:

Vicki Dwyer

Chorus Musical Director:

Vicki Dwyer

Rachael Moessis

Chorus Team Coordinator:

Rachael Moessis

30/4/2025

Date:

30/4/2025

Date:

### Chorus' Letter to Musical Director

We, the members of the Circular Keys Chorus, agree to the services of Vicki Dwyer as Musical Director from 1<sup>st</sup> April 2024 to 31st March 2025.

We understand our responsibilities to include:

1. Providing of adequate rehearsal facilities.
2. Demonstrating regular and prompt attendance at rehearsals and performances.
3. Giving attention to the Director at rehearsals and performances.
4. Learning words, music and choreography to all songs promptly and accurately.
5. Arriving at performances with proper costume (complete, clean and pressed), appropriate make-up, and with music and choreography learned.
6. Maintaining an encouraging, supportive and positive outlook as part of chorus culture.
7. Providing the Musical Director with all costumes necessary for travelling or performing with the Chorus.
8. Performing in competitions, performances and shows in which the Chorus participates.
9. Immediately bringing any problems between members of the Chorus and Director to the attention of the Management Team for discussion and resolution.
10. Abiding by International, Regional and Chapter Bylaws, and Regional and Chapter Standing Rules of Sweet Adelines International.



April 2025

Chorus' Financial Responsibilities to Musical Director are that:

1. The Chapter will pay the Director's International and Regional fees, and the Director will be exempt from Chapter dues.
2. The Director's registration fees, room and board (actual cost) and transport costs to Regional and International Conventions in which the Chapter participates, will be paid by the Chapter. These expenses will be paid for a maximum of five days at the Regional convention and six days at the International Convention, unless otherwise reimbursed by the Regional or International Organisation. Other expenses, or additional days' expenses, may be paid at the discretion of the Management Team.
3. Registration fees, room and board (actual costs) and transport to Regional educational events such as Regional music and directors' schools, seminars, workshops, retreats, and competition in chorus non-competing years will be paid by the Chorus. Registration fees, room and board (actual costs) and transport to International educational events will be paid by the Chorus by request and approval of the Management Team.
4. The Director will be given an honorarium of \$200.00 per rehearsal, 20% of chorus fee capped at \$105 per paid performance including shows, \$500 per weekend retreat and \$250 per weekend day workshop. There will be no honorarium paid for free performances. For performances at an unusual location, e.g. the city, expenses like parking will be reimbursed.
5. The Musical Director will be paid \$100-\$200 for chorus learning tracks on invoice provided by MD.

*Rehearsals* are defined as:

- Ordinary rehearsals
- Additional rehearsals, including:
  - Fast Track rehearsals
  - Pre-Show rehearsals
  - Pre-Convention rehearsals
  - Rehearsals with visiting coaches
  - Community workshops
  - New members nights

*Performances* are defined as:

- Paid performances
- Show performances
- Free performances

In the event the Director's services must be terminated, the Chorus agrees to give the Director at least 30 days' notice in writing. The Director's services may be terminated by just cause, as determined by a majority vote of Chorus members, after 30 days written notice from the Chorus Team Coordinator.

Signed:

R Moessis

Chorus Team Coordinator:

Rachael Moessis

Vicki Dwyer

Chorus Musical Director:

Vicki Dwyer

30/4/2025

Date:

30/4/2025

Date:

Signatures for Chorus Letter of Agreement to Musical Director 16<sup>th</sup> April 2025

NAME	SIGNATURE
Anderson, Pippa	P. Anderson
Baeza, Heater	on leave
<del>Beath, Sandy</del>	-
<del>Beech, Lynette</del>	-
Churchward, Courtney	C. Churchward
Do Rozario, Jenny	J. Do Rozario
Dwyer, Kaity	K. Dwyer
Edwards, Emma	on leave
Forbes, Crystal	C. Forbes
Foulke, Jessica	J. Foulke
Fuller, Betty	B. Fuller
Gray, Sue	S. Gray
Groeschel, Dani	D. Groeschel
Gurto, Frances	F. Gurto
Harris, Anne	A. C. Harris
Horner, Cathy	C. Horner
Huxtable, Ursula	U. Huxtable
<del>James, Diane</del>	-
Jenkins, Diane	D. Jenkins
Keating, Ann	A. Keating
Kelly, Susan	S. J. Kelly
Kendall, Kaye	Kaye P. Kendall
Kumar, Jennifer	J. M. Kumar
Lutz, Carol	C. Lutz
McPhee, Jenny	J. McPhee
Moessis, Rachael	R. Moessis
<del>Pottie, Susan</del>	-
Rosenblum, Sue	S. Rosenblum
Senior, Jen	J. Senior
<del>Sutton, Vicki</del>	-
Taylor, Philippa	P. Taylor
Thompson, Anne	A. Thompson
Vitali-Alchin, Linda	L. Vitali-Alchin
Ware, Kathleen	K. Ware
Witt, Marea	M. Witt
Wolfenden, Cheryl	A. C. Wolfenden
Wood, Monique	M. Wood
Zeng, Spring	S. Zeng