

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 July 2017 to 30 June 2018.

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:

- Teaching and training members in the singing of four-part harmony, barbershop style.
- 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.
- 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.
- Being responsible, in consultation with Music Staff, for determining a plan for each rehearsal and amending the plan as required.
- 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.
- Holding regular meetings of the Music Staff, representing the Music Staff at Management Team meetings and providing reports.
- Being responsible, in consultation with Music Staff, for selecting music and building a varied musical repertoire
- Being responsible, in consultation with Music Staff, for determining the musical qualifications of prospective members.
- Being responsible, in consultation with Music Staff, for determining the music eligibility of members for singing engagements, shows and competition.
- Directing the Chorus at all performances, Chorus shows (where appropriate) and competition.
- Providing a suitable replacement in the event I am unable to attend a Chorus rehearsal(s) or any of the above-mentioned events.
- Assuming or delegating responsibility for the following aspects of every Chorus performance: standing positions, music, program order, costume, makeup and emcee.
- Assuming or delegating responsibility for accepting or rejecting Chorus performance engagements in consultation with the Music Staff and Performance Coordinator.
- Making arrangements for Assistant Director(s) or others to conduct Chorus rehearsals and singing engagements when the Director cannot attend.
- 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.
- Cooperating with the Show Chair in planning Chorus shows, and directing the Show with the Assistant Director or others, as required.
- Consulting with the Choreographer and/or her Team in the planning of choreography, to ensure that it enhances the musical product.
- Attending Australian Region music and directors' schools, seminars, and competitions as designated for the year and approved by Management Team.
- Attending International Education (directors' school, seminars, competitions, workshops) each year, as recommended by the Musical Director and approved by Management Team.
- Promoting Chapter quartets and assisting them where possible.
- Assessing readiness of Chapter quartets for performing, using the 'Basic Criteria for Public Performance' found in Section VIII of the *Chapter Guide*.
- Consulting with the Team Coordinator immediately if problems arise that inhibit the Director's effective functioning.

- Expressing opinions and making suggestions to the Management Team concerning administrative matters that affect the musical area.
- 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:

- \$130.00 for each rehearsal, 20% of chorus fee capped at \$100 per paid performance including shows, \$480 per weekend retreat and \$240 per weekend day workshop. There will be no honorarium paid for free performances.
- 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 an International educational event per year.
- All costumes and accessories, including dressmaker's costs, to be paid by the Chorus.
- International per capita fees and Regional fees, paid by the Chorus.
- Waiver of all Chorus dues.
- 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:

Chorus Musical Director:

Vicki Dwyer

Chorus Team Coordinator:

Diane Jenkins

Date:

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 1st July 2017 to 30th June 2018.

We understand our responsibilities to include:

- Providing of adequate rehearsal facilities.
- Demonstrating regular and prompt attendance at rehearsals and performances.
- Giving attention to the Director at rehearsals and performances.
- Learning words, music and choreography to all songs promptly and accurately.
- Arriving at performances with proper costume (complete, clean and pressed), appropriate make-up, and with music and choreography learned.
- Providing the Musical Director with all costumes necessary for travelling or performing with the Chorus.
- Performing in all competitions, performances and shows in which the Chorus participates.
- Immediately bringing any problems between members of the Chorus and Director to the attention of the Management Team for discussion and resolution.
- Abiding by International, Regional and Chapter Bylaws, and Regional and Chapter Standing Rules of Sweet Adelines International.

Chorus' Financial Responsibilities to Musical Director are that:

- The Chapter will pay the Director's International and Regional fees, and the Director will be exempt from Chapter dues.
- 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.
- 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 an International educational event per year will be paid by the Chorus.
- The Director will be given an honorarium of \$130.00 per rehearsal, 20% of chorus fee capped at \$100 per paid performance including shows, \$480 per weekend retreat and \$240 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.

Rehearsals are defined as:

- o Ordinary rehearsals
- o 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:

- o Paid performances
- o Show performances
- o Free performances

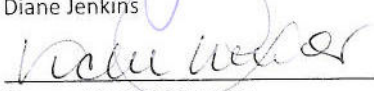
In the event the Director's services must be terminated, the Chorus agrees to give the Director at least 30 days' notice in writing. The Director's services may be terminated by just cause, as determined by a majority vote of Chorus members, after 30 days written notice from the Chorus Team Coordinator.

Signed:



Chorus Team Coordinator:
Diane Jenkins

5/7/17
Date:



Chorus Musical Director:
Vicki Dwyer

5/7/17
Date:

Name	Signature
Anderson, Alison	Leave - accepted
Anderson, Pippa	P. Anderson
Bacic, Linda	Leave
Barlow, Lorraine	Leave
Benson, Cheryl	Cheryl
Bourne, Judith	Away
Di Vito, Madee	M. Di Vito
Do Rozario, Jenny	J. Do Rozario
Dwyer, Kaitlyn	K. Dwyer
Fuller, Betty	B. Fuller
Gray, Sue	S. Gray
Gurto, Frances	F. Gurto
Harris, Anne	A. Harris
Hawkins, Kate	K. Hawkins
Helaratne, Jesusa	J. Helaratne
Jenkins, Diane	D. Jenkins
Kamenyitzky, Inese	I. Kamenyitzky
Keating, Ann	A. Keating
Kelly, Susan	S. Kelly
Kendall, Kaye	Leave
Lao, Lissa	L. Lao
Lutz, Carol	C. Lutz
Mantova, Verne	V. Mantova
Martin, Deborah	D. Martin
Matsuda, Kumi	K. Matsuda
McPhee, Jenny	J. McPhee
Moessis, Rachael	R. Moessis
Morris, Barb	B. Morris
Owen, Mary	M. Owen
Owen, Violeta	Away
Perry-Windhorst, Liz	Away
Pinto, Rina	R. Pinto
Proctor, Debbie	D. Proctor
Russell, Lesley	L. Russell
Senior, Jen	J. Senior
Sugar, Cathy	C. Sugar
Sullivan, Sharon	Away
Totaro, Karen	K. Totaro
Tucker, Karen	K. Tucker
Vitali-Alchin, Linda	L. Vitali-Alchin
Vrhovsek, Liz	L. Vrhovsek
Wallbank, Stephanie	Away
Ward, Doris	D. Ward
Wickremasinghe, Yasanthi	Y. Wickremasinghe
Will, Heather	Away
Witt, Marea	M. Witt
Wolfenden, Cheryl	C. Wolfenden

