

Director's Letter to Chapter


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. Assessing the musical qualifications of prospective members.
3. Establishing and training a music staff.
4. Directing the Chorus at all performances, Chorus shows (where appropriate) and competition.
5. Providing a suitable replacement in the event I am unable to attend a Chorus rehearsal(s) or any of the above-mentioned events.

In return for my services I expect to receive:

1. \$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.
2. 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
3. All costumes and accessories, including dressmaker's costs, to be paid by the Chorus.
4. International per capita fees and Regional fees, paid by the Chorus.
5. 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.



Chorus Team Coordinator



Date:



Chorus Musical Director

Chorus's Letter to Musical Director

We, the **Circular Keys Chorus**, Sweet Adelines International, agree to the services of **Vicki Dwyer** as Musical Director from 1st July 2014 to 30th June 2015.

We understand our responsibilities to include:

1. Provision of adequate rehearsal facilities.
2. Regular and prompt attendance at rehearsals and performances.
3. Learning words, music and choreography to all songs promptly and accurately.
4. Performing in all competitions, performances and shows in which the Chorus participates.

Financial responsibilities to Musical Director:

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 an International educational event per year will be paid by the Chorus.
4. 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 to include:

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

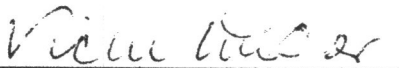
Performances are defined to include:

- 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 for just cause, as determined by a majority vote of Chorus members, after 30 days' written notice from the Chorus Team Coordinator.

Alison J Anderson _____
Chorus Team Coordinator

29th July 2014



Chorus Musical Director