

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 2013 to 30th June 2014.

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 \$120.00 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.

Chorus Team Coordinator

Date:

Chorus Musical Director

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. \$120.00 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

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 2013 to 30 June 2014.

The Director agrees to:

1. Attend all regularly scheduled Chorus rehearsals, except in cases of emergency or necessary absence. As much notice as possible will be given to the Team Coordinator, if absence is necessary.
2. Teach and train the Chorus in four part harmony barbershop style singing and provide a minimum of two hours of rehearsal time at each regularly scheduled rehearsal.
3. Appoint and assume the 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.
4. Be responsible in consultation with music staff, for selecting music and building a varied musical repertoire
5. Be responsible in consultation with Music Staff for determining the musical qualifications of prospective members.
6. Be responsible in consultation with Music Staff for determining the music eligibility of members for singing engagements, shows and competition.
7. Assume or delegate responsibility for the following aspects of every Chorus performance: standing positions, music, order of programme, costume, make-up, emcee.
8. Assume or delegate responsibility for accepting or rejecting Chorus performance engagements in consultation with the Music Staff and Performance Coordinator.
9. Make arrangements for Assistant Director(s) or others to conduct Chorus rehearsals and singing engagements when the Director cannot attend.
10. Direct the Chorus, or nominate 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.
11. Cooperate with the Show Chair in planning Chorus shows, and direct the Show with the Assistant Director or others, as required.
12. Consult with Choreographer and/or her Team in the planning of choreography, to ensure that it enhances the musical product.
13. Attend Australian Region music and directors' schools, seminars, and competitions as designated for the year and approved by Management Team.
14. Attend International Education (directors' school, seminars, competitions, workshops) each year, as recommended by the Musical Director and approved by Management Team
15. Promote Chapter quartets and assist them where possible.
16. Assess readiness of Chapter quartets for performing, using the "Basic Criteria for Public Performance" found in Section VIII of the *Chapter Guide*.
17. Consult with the Team Coordinator immediately if problems arise that inhibit the Director's effective functioning.

18. Express opinions and make suggestions to the Management Team concerning administrative matters that affect the musical area.
19. Abide by the International, Regional and Chapter Bylaws, and Regional and Chapter Standing Rules of Sweet Adelines International.
20. Hold regular meetings of the Music Staff, represent the Music Staff at Management Team meetings and provide reports.
21. Be responsible, in consultation with Music Staff, for:
 - a. Determining a plan for each rehearsal; and
 - b. Amending the plan as required.

The Chorus agrees to:

1. Provide adequate rehearsal facilities.
2. Attend rehearsals and performances regularly and on time.
3. Learn words, music and choreography to all songs promptly and accurately.
4. Give attention to the Director at rehearsals and performances.
5. Arrive at performances with proper costume (complete, clean and pressed), and appropriate make-up, with music and choreography learned.
6. Provide Director with all costumes necessary for traveling or performing with the Chorus.
7. Immediately bring any problems between members of the Chorus and Director to the attention of the Management Team for discussion and resolution.
8. Abide by International, Regional and Chapter Bylaws, and Regional and Chapter Standing Rules of Sweet Adelines International.

Chorus Team Coordinator

Date:

Chorus Musical Director