

Chorus Director Agreement

(Adapted from International Leadership Training and the Chapter Guide)

Philosophy: The Chorus Director is the musical leader of a Sweet Adeline Chorus/ Chapter. To outline the musical duties and obligations the Director has to the Chorus and to clarify the duties the Chorus has to the Director, it is recommended that these be written to ensure smooth and efficient Chorus/ Director functioning.

What is the Director's Agreement? Basically, the agreement is a job description for both the chorus and the Director, spelling out each party's duties and responsibilities. An agreement states what each party is willing and expected to give to the relationship, in exchange for certain activities on the part of the other. These agreements should be written and viewed as minimum requirements for the position. Brevity will avoid inhibiting the needed flexibility of the chorus' musical structure.

Rationale: Both Chorus and Director need to know what is expected of them. An agreement defines these expectations. The yearly evaluation of and renegotiation of this agreement provides a way of assessing needs and progress of both the Director and the Chorus. Agreements should be flexible, with a mechanism built in for modifying them, as expectations, needs as group goals change.

Renewal and/ or Renegotiation: The agreement should be reevaluated each year, but it is not necessary that it be done on May 1. Sometimes it is better to have the agreement period run from January 1 to December 30 or July 1 to June 30, to allow more time for thorough evaluation after the "spring rush" is over.

Forms of agreements: This agreement may take on one of many different forms. It could be written as a statement – prose, paragraphs or as a letter. It may take the form as a list of responsibilities.

NOTE: These sample agreements are only suggestions. Each Chorus should tailor the agreement to their own needs. It is also important to know the Directors needs to make the agreement effective for all parties involved.

Questions: Contact your Region 13 Director Coordinator.

SAMPLE DIRECTOR/ CHORUS AGREEMENT #1

The following is agreed to between the _____ Chapter of Sweet Adelines International and _____, Musical Director, from (Date) _____ through (Date) _____.

The Director agrees to:

1. Attend all regularly scheduled rehearsals of the Chorus, except in case of emergency or necessary absence. As much notice as possible will be given to the President/ Team Leader if absence is necessary.
2. Teach and train the Chorus in four-part barbershop style singing and to provide a minimum of ____ hours of rehearsal at each regularly scheduled meeting.
3. Appoint and assume responsibility for training a musical staff, consisting of _____. This staff will serve as consultants and specialists in various designated musical areas and assist the Director as required. (May want to define musical staff, or refer to a separate document.)
4. Be responsible for determining musical qualifications of prospective members. (Procedure may be spelled out in the Chorus Standing Rules or as part of the Chorus Policies documents.)
5. Be responsible for determining music eligibility of members for singing engagements, shows and competition. (Procedure may be spelled out in the Chorus Standing Rules or as part of the Chorus Policies documents.)
6. Assume or delegate responsibility for the following aspects of Chorus performances; standing positions, music, order of program, emcee.
7. Accept or reject chorus performance engagements in consultation with the Chorus Manager or other designated person.
8. Make arrangements for an assistant to conduct chorus rehearsals and singing engagements when the Director cannot attend.
9. Direct the chorus in each competition for which the chorus is eligible, providing all criteria for performing in competition has been met by the Chorus member.
10. Cooperate with the Show Chair in planning Chapter shows, and direct the show.
11. Consult with (or serve as a member of) choreography committee in planning of choreography, to ensure that the choreography enhances the musical product.
12. Attend _____ music school(s) and _____ regional meetings per year.
13. Promote Chorus quartets and assist them when possible.
14. Assess readiness of Chorus quartets for performing, using the Basic Criteria for Public Performance found on the Sweet Adeline International website and the Judging Category Description Booklet.
15. Consult with the President/ Team Leader immediately if problems arise which inhibit the Director's effective functioning as Musical Director.
16. Express opinions and make suggestions to the Board of Directors or as part of the Chorus Management Team concerning administrative matters which affect the musical area.
17. Abide by the International, Regional and Chorus By- Laws and Standing Rules of Sweet Adelines International.

The Chorus members agree to:

1. Provide adequate rehearsal facilities.
2. Attend rehearsals and performance 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 makeup, with music and choreography learned.
6. Provide Director with all costumes necessary for traveling or performing with the Chorus.
7. Provide Director with Chorus Standing Rules and keep Director informed of all administrative decisions.
8. Consult with Director in administrative decisions which affect musical areas.
9. Immediately bring any problems between members of the Chorus and Director to the attention of the President/ Team Leader for discussion and resolution.
10. Abide by the International, Regional and Chorus By- Laws and Standing Rules of Sweet Adelines International.

Finances:

1. The Chorus will pay the Director's International and Regional dues and waive Chorus dues and assessments.
2. The Chorus will pay the Director a monthly allowance for transportation expense in the amount of \$ _____.
3. The Director's registration fees, room, and per diem costs to Regional and International Conventions/ Competitions in which the Chorus participates will be paid by the Chorus. These expenses will be paid for a maximum of ___ days at Regional Convention and ___ days at International Convention, unless otherwise reimbursed by the Regional or International organization. Other expenses, or additional days' expenses, may be paid at the discretion of the Chorus Board of Directors/ Management Team.
4. Registration, fees, room, per diem and transportation costs to Regional and International Music Schools, education classes and retreats will be paid by the Chorus.
5. The Director will be given an honorarium of \$_____ per year (or month or week).

Termination of Agreement:

1. At least thirty days' notice will be given by either party if it should be necessary for a Director to resign or be removed by the Chorus.
2. In the event of removal, a two-thirds vote by Chorus members, in good standing, will be required. Voting shall be in person or by absentee ballot at a closed meeting of the Chorus membership. Absentee ballots to be considered will be received by the Chair prior to the meeting. Proxies will not be permissible.

This agreement will be reviewed annually and will cover the period between _____ and _____.

Date: _____

President/ Team Leader: _____

Chorus Musical Director: _____

SAMPLE DIRECTOR/ CHORUS AGREEMENT #2

Sample Letter of Agreement

There should be a letter from *both* Chorus and Director.

Director's Letter

I, _____, agree to serve as the Musical Director for the _____

Chorus. I understand my duties include:

1. Teaching and training members in the singing of four part barbershop harmony.
2. Assessing the musical qualifications of prospective members.
3. Establishing and training a musical staff.
4. Directing the Chorus at all performances, Chorus shows and competition.
5. Providing a suitable replacement in the event I cannot attend Chorus rehearsal or any of the above mentioned events.

In return for my services I expect to receive:

1. \$_____ per week (month, year);
or
\$_____ for each rehearsal I conduct,
Or
\$_____ for each rehearsal and \$_____ for each performance.
2. Transportation, room and per diem for all Regional and International functions in which the chorus participates. (Individual choruses may wish to include, in addition, costs of educational events such as music schools, Directors' Retreats, summer music camps, etc.)
3. All costumes and accessories, including costs of construction or sewing, if necessary.
4. International per capita fees, Regional dues/ assessments paid by the Chorus.
5. Waiver of all Chorus dues and assessments.

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 as set forth in the Chorus Standing Rules after 30 days' written notice from the Chorus management.

Date: _____

Director: _____

President/ Team Leader: _____

SAMPLE DIRECTOR/ CHORUS AGREEMENT #2

Sample Letter of Agreement

There should be a letter from *both* Chorus and Director.

Chorus Letter

We, the _____ Chorus of Sweet Adelines International agree to the services of _____, as Musical Director from _____ to _____.

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 in which the chorus participates.

Financial responsibilities to Director:

1. The Chorus will pay the Director's International and Regional dues/ assessments and the Director will be exempt from Chorus dues and assessments.
2. The Chorus will pay the director a monthly allowance for transportation expense in the amount of _____.
3. The Director's registration fees, room, per diem and transportation costs to Regional and International Convention/ Competition in which the Chorus participates will be paid by the Chorus. These expenses will be paid for a maximum of _____ days at Regional Convention and _____ days at International Convention unless otherwise reimbursed by the Regional or International organization. Other expenses, or additional day's expenses, may be paid at the discretion of the Chorus Board of Directors/ Management Team.
4. Registration fees, room, per diem and transportation to Regional and International Music Schools, education classes and retreats will be paid by the Chorus.
5. The Director will be given an honorarium of _____ per year (or month or week.)

In the event the Director's service must be terminated, the Chorus agrees to give the Director at least 30 days' notice in writing. The Director's services may be terminated as set forth in the Chorus Standing Rules after 30 day notice from the Chorus Management.

Date: _____

President/ Team Leader: _____

Musical Director: _____

SAMPLE DIRECTOR/ CHORUS AGREEMENT #3

CONTRACT

DIRECTOR

_____ **CHORUS**

The following is agreed to between the _____ Chorus of Sweet Adelines International and _____, Director, from _____ to _____.

QUALIFICTIONS:

1. Congenial personality
2. Knowledge of barbershop music

PRIVILEGES AND RESPONSIBILITIES:

1. Musical qualifications of prospective members shall be determined by the Director.
2. Director shall have the privilege of appointing a Committee or Team solely under her jurisdiction to perform duties as deemed necessary.
3. Director shall have the right to determine music eligibility of members for singing engagements, shows and competition.
4. Director will have the responsibility of determining proper seating or standing arrangement of Chorus performers.
5. Director will be consulted in selection of Assistant and Associate Directors.
6. Director shall delegate duties to the Assistant and Associate Directors as deemed necessary.
7. Director shall have the authority to accept or reject Chorus engagements.
8. Director shall appoint emcees for all performances.
9. The Director shall, in all ways, uphold the International, Regional and Chorus By- Laws and Standing Rules.

CHORUS OWES DIRECTOR:

1. Attendance
2. LEARN MUSIC --- HOME WORK IS ESSENTIAL
3. Attention during rehearsal
4. Individual responsibility toward performances
5. A good rehearsal hall in which to rehearse: ventilation; lighting; space; acoustics. It is also desirable to hold rehearsals at the same place and time each week.
6. The Chorus President/ Team Leader, or someone appointed by her, shall be responsible for controlling all disturbing influences that disrupt a Chorus rehearsal or performance.
7. Chorus members shall refrain from undue criticism of the Director. Should disagreement arise, it shall be brought directly and privately, to the Director's attention or to the Director Evaluation committee.
8. Director shall refrain from using her position to exercise influence concerning administrative matters. She shall be allowed the opportunity of suggestion, or opinion, to the Board of

Directors or as a Chorus Management Team member or the Director's Evaluation Committee. The Director has a voice in ALL decisions pertaining to the musical product and all matter that effect the music.

9. Constant and selective recruitment. Every member holds this responsibility, not just the Membership committee or the administration.
10. All things listed here are really what the Chorus owes itself. The Organization does not belong to the Director but to each members equally. The Director is a friend, not an owner; is a teacher, not an employee.

COMPENSATION:

1. Director shall receive \$_____ per month for rehearsals. \$_____ per paid singing engagement. No compensation shall be received for charity performances.
2. Time of reimbursement shall be the first of each month.

EXPENSES ALLOWANCES:

1. Chorus shall furnish all costumes (exclusive of shoes and hose).
2. Director's annual dues shall be paid (including Per Capita fee) if Director wishes to be affiliated with Sweet Adelines International.
3. Director's Registration fee, lodging, transportation and a per diem for Regional Convention/ Competition shall be paid by the Chorus.
4. The Director will be expected, if at all possible, to attend the Music School in, or near, our Region. Director's Registration fee, lodging, transportation and per diem shall be paid by the Chorus, if financially able, unless reimburse by other sources.

TERMINATION OF CONTRACT:

If it should be necessary for the Director to resign, or be removed, at least thirty days' notice shall be given by either party.

In the event of removal, a 2/3 majority of votes cast will be required.

Voting shall be in person or by Absentee Ballot at a closed business meeting of the Chorus. To be valid the Absentee Ballots shall be received by the Chair prior to the meeting. Proxies shall not be permissible.

Contract shall be reviewed/ revised each February.

Date this _____ day of _____.

Director: _____

President/ Team Leader: _____

SAMPLE DIRECTOR/ CHORUS AGREEMENT #4

Agreement

This Agreement between the Board of Directors/ Chorus Management Team of _____ Chorus of Sweet Adelines International, herein after referred to as "Chorus", and _____, hereinafter referred to as "Director" is entered into for the purpose of defining the responsibilities of each party in striving for the musical advancement of the Chorus.

Term: Agreement shall become effective on January 1, ____ and shall remain in effect until Dec 30, _____. On January 1 of each succeeding January 1 thereafter, it may be renewed by mutual consent of the parties. In the event either party does not wish to renew this Agreement, 30 days' notice in writing, stating the reasons, shall be given to the other party.

Expenses: Director shall submit to the Treasurer/ Financial Manager a regular monthly statement of expenses not defined elsewhere in this Agreement, such expenses to be automatically reimbursed by the Treasurer/ Financial Manager. These expenses shall not exceed the sum of \$_____ monthly.

Rehearsals: Director shall attend all regular rehearsals of the Chorus except in cases of emergency or necessary absence. Sufficient notice of necessary absence must be given to the Board of Directors/ Chorus Management Team, through the President/ Team Leader, so that other arrangements can be made (sufficient to be construed as at least two weeks).

Chorus Performances: Requests for Chorus Performances shall be presented to the Director to determine her availability before notice is given to the Chorus membership. Director shall make every effort to be available for Chorus performances. Any reasonable expense incurred for baby-sitting may, at the option of the Director, be presented to the Board of Directors/ Chorus Management Team for reimbursement.

Competition: Provided that as of the first meeting in January a 2/3 majority of active members in good standing indicates a willingness to participate in the Annual Regional Chorus Competition, and provided that as of the final rehearsal before said Competition any and all standards established for attendance have been met, Director shall direct Chorus in said Competition, and shall attend all related functions. Expenses of required housing, transportation, all – events, and per diem shall be borne by the Chorus.

Choreography: Planning Choreography, or Showmanship, to all suitable music shall be the responsibility of the Chorus Director. This responsibility shall be delegated by her to at least three other Chorus members, selected after consultation with the Chorus Board of Directors/ Management Team. Director shall meet with this choreography team in planning choreography and must approve all plans to their presentation to the chorus.

Music School: Director shall attend the Music School and/ or Chorus Director's School conducted each year by Sweet Adelines International or the Region if the school is held within a 1000-mile radius of the Chorus. All necessary and reasonable expense in connection with such attendance shall be reimbursed by the Chorus.

Termination: Failure of either party to live up to the conditions and provisions of this agreement can, at the option of the other party, constitute adequate cause for immediate termination of the Agreement. In other cases, termination of this Agreement may be effected on other than the expiration date if 60-day written notice, stating the reason for termination, is given by the party wishing to terminate this Agreement. This written notice must then be acted upon at the next regular meeting of the Chorus Board of Directors/ Chorus Management Team or at a special meeting of this body called for that purpose.

Signed this _____ day of _____ of _____.

_____ Chorus of Sweet Adelines International

President/ Team Leader _____

ATTEST: _____ Secretary and _____ Director.