

Music director contract and letter of agreement.

Parties and term

This agreement is made between the _____ Chapter of the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc., a non-profit organization, and _____ performing in the capacity of music director.

1. This contract is in effect for a period of one year beginning January 1, 2000.
2. This contract is subject to review by the chapter board and all revisions thereof become effective when co-signed.
3. Either party shall give Sixty days written notice for cancellation or termination of this contract.
4. The terms and conditions of this agreement may be amended by mutual consent on the part of the chorus director and the chapter board.

Relationship of the director to chapter board of directors and committees

1. The director shall have major voice in decisions affecting music performance and education matters. All committees shall give all due consideration to the director's recommendations and advice on music selection, arrangement selection, staging, stage presence and costuming.
2. The director may address the chapter board at any time through the vice president for music and performance, the music team, the president, or any other officer or member of the board. It is not necessary for the director to attend board meetings, although his presence will always be welcomed. One exception to this policy is that the director shall be involved in decisions affecting participation at contests. Final decisions on these matters, however, will be made by the various committees, and, ultimately, by the chapter board.

Responsibilities of the director

The director shall work for the betterment of the chapter and specifically to do the following, unless prevented by legitimate personal reasons:

1. Attend all regular and special rehearsals of the chorus. The director shall be musically prepared for and attend all regular rehearsals of the chorus, except in cases of emergency or illness and for designated vacation time and agreed upon absences. Sufficient notice (typically at least two weeks) of any other necessary absence must be given to the board of directors, through the president, so that other arrangements can be made.
2. Attend and direct all authorized performances of the chorus. The director shall make every effort to be available for chorus performances, particularly any major singing engagement. Requests for chorus performances shall be presented to the director to determine availability before notice is given to the chapter members. The director shall attend the technical rehearsal and the dress rehearsal prior to major shows and performances.
3. Attend SPEBSQSA training sessions for music directors.
4. Be a member of the music team and attend all regularly convened music team meetings.
5. Work with the music team in selecting music for the chorus.
6. Prepare and execute the weekly chorus rehearsal schedule, working with the music and administrative staff within the framework of annual goals.
7. Work in conjunction with the music team to present a three-year music program to be approved by the board.
8. Work with the music team to audition and accept or reject prospective chorus members on a musical basis.
9. Become involved in coaching quartets if asked by specific members involved, and time permits.

10. Encourage and develop assistant directors. The director and music and performance vice president will make official appointment of assistant directors, with ratification by the board/membership. Allot time each week for the assistant directors to work with the chorus.

Responsibilities of the chapter

1. Provide all the funds required by this agreement, paid to the director and others in a timely manner.
2. Provide all such aids as may be reasonably requested by the director for his or her use in performing his or her duties, including, but not limited to, music, practice hall facilities, sound equipment, etc.
3. Cooperate fully with the director at all times during the term hereof for the betterment of the chapter.

Payment

The director shall receive compensation for the performance of his or her duties:

1. Payment of all local, district (including NEDCDA) and Society dues and assessments are as now or may become effective during the term of the contract.
2. Payment of a fee in the amount of \$32.00 per month, and a travel allowance of \$68.00 per month for expenses related to chapter and committee meetings, calculated at 0.31 per mile.
3. Payment of a performance fee equal to 10% of the fees for each public performance of the chapter in which he directs the chorus, exclusive of revenues from the annual show.
4. Payment of enrollment costs for any SPEBSQSA sponsored school, including local, district and national schools at which attendance is required by the contract, and any SPEBSQSA sponsored school or training session the director may elect to attend which will contribute to the enhanced performance of his duties. Non SPEBSQSA sponsored events will be considered upon request of the director.
5. Payment of all reasonable expenses required for attendance at any training session described above subject to approval by the chapter board.
6. Purchase of performance costumes and uniforms when required.
7. When the chapter chorus is competing, all of the chorus director's expenses for round trip transportation to competition site, single room accommodation and convention registration.

Accepted for the chapter by Chapter President

Date _____ Signature _____

Accepted by director

Date _____ Signature _____