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# Society Instructor Agreement

### This form must be updated annually and signed by both the instructor and the society president.

#### When completing registration, the following forms should all be submitted together through our online webform:

* Society Instructor Registration Form (with accompanying documents)
* Society Instructor Information, Expectations and Service Level Agreement
* Society Instructor Agreement

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## Society Instructor Agreement

#### This instructor agreement is between (insert instructor name) and (insert society name).

#### The society instructor is responsible for (insert main responsibility here e.g., conducting the weekly rehearsals) for the following groups (insert group detail here e.g., Chamber Choir and String Quartet).

#### For 2022/23 the instructor will carry out their outlined duties between (insert date) and (insert date). Please list any weeks where instruction will not be required below (e.g., reading weeks, holidays):

#### List exclusion dates

#### The instructor will be paid at a rate of £ (insert fee) per hour.

#### The instructed sessions will take place at (insert day/s, time/s and location/s).

#### If the instructor will be attending any further activity or carrying out other duties not already covered above, please detail and include agreed payment below:

#### If the instructor is being paid any form of expenses (e.g., travel costs) not listed above please detail this below:

## Instructor Responsibilities

### You should add any responsibilities agreed between your society and instructor to the list below. The existing points should not be removed.

#### To provide training sessions at the appropriate level for the participants.

* To respect the wishes and reasonable requests of the society committee.

#### To have appropriate Public Liability Insurance.

#### To strive to create an inclusive, safe and welcoming environment for all participants.

#### To make sure all participants partake in activity in a safe manner.

#### To keep knowledge updated through training courses and continuous professional development.

#### To abide by the Union’s ‘Information and Expectations for Contractors’ document.

#### To invoice the society for services received in good time.

* To invoice the society for service received in line with the Service Level Agreement.

## Society Responsibilities

### You should add any responsibilities agreed between your society and instructor to the list below. The existing points should not be removed.

#### To ensure all relevant instructor registration forms are complete and submitted to the Union.

#### To encourage society members to learn from and treat the instructor with respect.

#### To communicate effectively with the instructor, providing constructive feedback on sessions and performances.

#### To ensure the society allows all student members the opportunity to participate in an enjoyable and safe environment.

* To follow all Union procedures and club/society guidelines. Ensure prompt reporting of any health and safety concerns and adequate risk assessment of all activities.

#### Instructor name:

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#### Instructor signature:

#### 

#### Date:

#### 

#### President name:

#### President signature:

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#### Date: