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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 this academic year 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:

#### 

#### Date: