## DATE

Agreement for Professional Services between

NAME OF CHAPTER and NAME OF INDIVIDUAL

# NAME OF CHAPTER enters into an agreement with NAME OF INDIVIDUAL to provide the following services on behalf of NAME OF CHAPTER as the Board of Directors implements and completes a search and hire process for a new Chapter Coordinator. This Agreement covers the period of START DATE to END DATE unless extended through written agreement between both parties on or before the expiration date noted above.

NAME OF INDIVIDUAL will report directly to the Chapter Board Chair in regard to all activity included in the scope of the AGREEMENT. Chapter Board Chair will be available and accessible to NAME OF INDIVIDUAL as needed to provide direction, clarification, etc. in completion of Agreement activities.

**Specifically, NAME OF INDIVIDUAL agrees to:**

List specifically here the tasks, duties, etc. the Contract person will be asked to do, including specifics about providing copies of reports, proposals, etc. to the Board, i.e.

1. Complete and submit to Board Chair RCAC 2010 grant year reports
2. Complete and submit to Board Chair 2011 RCAC Grant Proposal
3. Complete and submit to Board Chair NCA 2010 grant reports
4. Complete and submit to Board Chair NCA 2011 grant proposal
5. Schedule upcoming Chapter Board meetings, send out invitations and notices, etc.
6. Make recommendations regarding edits to Chapter Coordinator Job Description to reflect current scope of job.
7. Develop list of ongoing Chapter activities, including any and all deadlines, related contact information, etc.
8. Provide a 15-day cancellation notice to NAME OF CHAPTER in the event the Agreement is to be cancelled prior to the scheduled end date (above)

**Specifically, NAME OF CHAPTER agrees to:**

1. Payment of **$------** (indicate if this is weekly, monthly, one-time total fee, etc. and how it will be remitted (i.e. check, direct deposit, etc.)
2. Reimburse NAME OF INDIVIDUAL for expenses incurred in traveling to and from events, meetings and/or trainings approved in advance by the Board Chair and directly related to the duties and responsibilities listed above. Please refer to travel reimbursement guidelines (*attached*).
3. Provide regularly scheduled (specify) opportunities for NAME OF INDIVIDUAL to communicate directly with the Board Chair regarding the status of all tasks, projects, etc. and to discuss any barriers, challenges, concerns, etc.
4. Provide a 15-day cancellation notice to NAME OF INDIVIDUAL in the event the Agreement is to be cancelled prior to the scheduled end date (above).

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the dates accompanying the signatures below.

Date:

NAME OF INDIVIDUAL CONTRACTOR

Date:

NAME OF BOARD CHAIR

NAME OF CHAPTER