Two's A Crowd Productions

Your Responsibilities as a Trustee.

We are structured as a **"Foundation" CIO**, meaning you hold a dual role: you are both a **Trustee** (managing the charity) and a **Voting Member** (making big structural decisions). There are no outside members; the board *is* the membership.

1. WHAT IS OUR MISSION?

Our overarching mandate is:

> *"For the public benefit, to advance public education in and appreciation of the theatrical arts for the public benefit, particularly through the creation, development, and presentation of high-quality theatrical works which demonstrate artistic merit and enrich the cultural life of the public and by providing opportunities for involvement in creative projects related to such performances, such as script writing, theatre production and set design."*

In practice, our productions are designed to educate the audience far beyond pure entertainment. We explicitly aim to enlighten the public on the deep historical influences and context carried into our work, enriching their understanding of theatrical heritage.

2. WHAT ARE MY PERSONAL DUTIES?

- **Act in Good Faith:** Only make decisions that actively help the charity succeed.

- **Use Your Skills & Expertise:** Bring your personal and professional experience to help run things responsibly. As a trustee, your specific expertise will directly help the board select, develop, and assess the artistic merit and educational content of our performances.

- **Step Aside for Conflicts:** If a discussion involves you personally (like the charity buying services from you or a relative), you must declare it, leave the room, and not vote on it. This strict management of private benefits ensures the charity always operates strictly for public good.

- **Stay Informed:** Read the full constitution, our annual reports, and our accounts.

3. HOW DO WE MAKE DECISIONS & RUN MEETINGS?

Meeting Requirements: The board must formally meet at least **twice a year**. Every meeting must have an appointed Chair to lead it, and formal written minutes must be taken to record attendees, decisions, and logic.

Co-Chairs Framework: To share leadership and balance duties, the board can appoint Co-Chairs. Co-Chairs divide administrative steering, and when running, they can collaboratively guide discussions but must appoint an acting meeting Chair. If a board vote results in a tie, the acting meeting Chair has a second, tie-breaking vote.

Normal Board Votes	Big Decisions (as Members)
• Quorum: We need at least 2 trustees (or 1/3 of the board, whichever is larger) to vote on anything. • Voting: Simple majority wins. Ties are broken by the acting Chair. • Board Size: Must have between 3 and 12 trustees. • Your Term: You are appointed indefinitely. Any new Trustees will be appointed on a two year term and can be re-instated.	For major structural changes, you must vote formally as a "member". These require either a 75% majority vote at a meeting, or 100% agreement in writing: • Changing the Constitution. • Merging with another charity. • Winding up/closing the charity.

The Golden Rule on Money: No trustee or member can make a personal profit from the charity. You can be paid back for reasonable out-of-pocket expenses, but you cannot be paid for being a trustee. Any business contracts between a trustee and the charity are subject to strict legal controls.