

## **King Cobra Theatre (KCT)**

### **Charter of Operations**

#### **Goals**

1. To create and produce theatre involving people with learning disabilities, for the purposes of raising the profile of those involved as performers, and of raising awareness of what learning disabled performers are capable of.
2. To ensure that, where possible and/or practical, the wishes of The Committee take precedence over the wishes of outside influences (such as censors, associate producers, or persons/organisations wishing to adapt the work to another medium).
3. To have fun and enjoy ourselves while doing it.

#### **Procedures**

1. The Committee will organise and execute in a timely manner all the relevant preparations for producing all projects given the go-ahead.
2. Whilst a project is active, The Committee should consist of three or more persons, fulfilling the roles of: Producer/Executive Producer; Director; Chief Writer; Casting Director; Company Secretary; Treasurer; Welfare Advisor.
3. The members of The Committee shall be eligible to perform in any piece created by King Cobra Theatre.
4. The members of The Committee shall accept any piece of suitable work for consideration for inclusion in the final performance by non-members of The Committee.
5. The Committee will meet at least once a month while a project is under way to keep all members apprised of progress and to take decisions.
6. Voting is preferred, but the decision of the Producer/Executive Producer will be final.
7. All applicable paperwork will be completed in a timely manner.
8. A website will be maintained for at least one year whenever King Cobra Theatre begins work on a project, including at least three months after the end of said project.
9. A full record of activities, performances, reviews and awards will be maintained on the King Cobra Theatre website for as long as practical.
10. In order to maintain enjoyment in our work, once a project is completed, all those involved will be asked to complete a feedback survey in order to ensure that future projects are as enjoyable and run as smoothly as possible.

#### **Finances**

1. King Cobra Theatre is a not-for-profit organisation. Any income derived from projects will be used to pay fees relating to the project. After all fees have been paid, and up to break even point, the money will be reimbursed to donors in proportion to the amount they donated, unless they have previously agreed the money may be used for future projects (profits).
2. If there are profits, they will be placed in a bank account and used as seed money for future projects. If no projects are started within two years, the money will be donated to charity(ies) nominated at a Committee meeting.
3. Performers and production staff will be paid a fee based on box office receipts (typically one share of the whole per eligible person, plus one share of the whole to cover administration costs and related expenses). If Committee members are included in the aforementioned categories, they are still eligible for one share of the fee. Anyone in receipt of a fee may choose to waive it with no penalty. Anyone waiving a fee may reconsider within seven days of first notifying The Committee that they wish to waive their fee.
4. A full audit trail will be maintained.
5. Reasonable expenses of The Committee and Cast will be paid by King Cobra Theatre, if a valid receipt is provided.
6. No Committee or Cast member can charge King Cobra Theatre for doing something within their recognised skill-set on behalf of King Cobra Theatre.
7. Only Committee members will have access to the bank account of King Cobra Theatre, and the money in said account is only to be used for purposes of funding the current project.
8. Financial records will be made available upon request once a project is completed.