



Process for Bandit Theater Board Candidates

Dear Potential Bandit Theater Board Candidate,

Thank you for expressing interest in helping Bandit Theater and the Seattle comedy community through board service. Serving on the board is a rewarding experience and an opportunity for personal and professional growth. Completing this form will help you understand time/resource commitments of this leadership position and desired skills for incoming Board members. Please read through the entire application and Board Member Responsibilities before you begin filling it out. Applications are used by the Board to identify and evaluate potential board candidates. All new board members are elected by a majority vote of the board.

The following is the basic process:

1. You were recruited or self-selected as a potential candidate.
2. You were provided with required documentation that needs to be completed and returned.
3. You will provide the following items:
 - a. Resume
 - b. Bandit Board application
 - c. One professional reference
4. The Nomination committee will review the information provided and may follow up with a formal interview and reference check as appropriate.
5. Based on the Nomination Committee findings, you may or may not proceed to the Bandit Board for further consideration and interviews.

If you have any questions about this process please contact:
Board@BanditTheater.org



Bandit Theater Mission: To foster creativity, build community, and inspire personal growth through the art of comedy.

Bandit Theater's Values

Listen

- Practice being present by taking a moment to just listen
- Be open to experiences and points of view outside of your own
- Encourage feedback to support the needs of the community
- Focus on the needs of the group and observe when to speak up, offer support, and when to step back and listen

Courage

- Be bold and value vulnerability
- Take chances, make mistakes, and wade through discomfort
- Lead with integrity
- Challenge preconceptions

Community

- Foster a radically welcoming and supportive environment
- Create a culture of collaboration
- Celebrate individual talents and promote opportunities to showcase them
- Amplify diverse voices and confront implicit biases.

Play

- Have fun, forgo the everyday grind and be present
- Offer safety to access imagination, allow for creative ideas and go to unexpected places
- Make room for self-exploration
- Collaborate, build friendships, and develop inside jokes on and off stage



BOARD JOB DESCRIPTION

It is the role of the board to:

- Ensure that there are written policies that address broad levels of organizational decision-making,
- Govern using those written governing policies, and
- Link the organization and its owners.

Annual Member Expectations

Board members will be expected to perform the following governance and support roles:

Governance role:

- Attend a board orientation. All members are encouraged to attend a policy governance workshop, ideally in the first year of membership.
- Accept membership and actively participate on a standing committee, task force, or ad hoc committee.
- Attend board retreats and seven of the ten regular board meetings (in person or virtually) and actively participate.
- Review the agenda and all supporting materials prior to board and committee meetings. As long as materials are distributed in advance, these generally will not be presented in detail in meetings.
- Suggest nominees for board membership.
- Monitor and assist in assessing the performance of the board.
- Become familiar with these policies, the Bandit Theater budget and business model and the programs and services offered.

Support role:

- Make a financial commitment to raise or contribute to Bandit Theater at a personally meaningful level, recommended range of \$500-\$1,500.



- Actively support Bandit Theater’s fundraising efforts by talking with family, friends and colleagues about Bandit Theater’s work, by encouraging people to attend events, by setting up meetings with appropriate staff and/or other board members and by soliciting support from your employer through sponsorship, matching funds, and grants.
- Remain informed about Bandit Theater’s services by reading the e-newsletters, visiting the website, and reading the ED Reports.
- Bring knowledge of community issues and concerns related to Bandit Theater’s desired ends to the board.
- Act as an ambassador for Bandit Theater within the community. Encourage people to watch the shows (<https://www.facebook.com/BanditTheater>). Encourage potential performers to check out our classes and join us on discord (<https://www.bandittheater.org>).
- Participate annually in three organizational events. Examples are the Bandit Bit Bonanza, Bandit monthly flagship shows (The Reader, Swipe Right, the Bat, and the Awkward Show), the Bandit Roundtable with students and community members, attending a student showcase, or participating in a weekly jam.
- Provide support and advice to the executive.

Role of Officers

President – The President ensures the integrity of the board’s processes and normally serves as the board’s official spokesperson. Accordingly, the president has the following authority and duties:

- Monitor board behavior to ensure that it is consistent with its own rules and policies and those legitimately imposed upon it from outside the organization.
- Conduct and monitor board-meeting deliberations to ensure that board discussion is focused on board issues, as defined in board policy.
- The president will point out to a board member if the member is individually attempting to direct the executive or any of the organization’s staff.



- Ensure that board-meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point.
- Chair board meetings with all the commonly accepted power of that position as described in Robert's Rules of Order.
- Conduct timely board meeting debriefings and periodic self-assessments to ensure process improvement.
- Assure that all directors are informed about matters of concern to the full board.
- Facilitate and summarize the evaluation of the executive director.
- Represent the board to outside parties in announcing board-stated positions and in stating decisions and interpretations within the areas assigned to the President, delegating this authority to other board members when appropriate, but remaining accountable for its use.
- Sign all contracts authorized by the board.
- Appoint chairs for all board committees and ensure that board committees are fulfilling their responsibilities.
- In concert with the executive director, plan proposed board meeting agendas.
- All communications with legal counsel shall be through the executive director and/or the board president.

As needed, the president will interpret the board governance and board/executive director relationship policies. However, the president should refrain from exercising any independent authority as an individual to:

- Direct the executive director;
- Interpret matters related to employment or termination of an executive director;
- Interpret or take action in areas where the board has delegated such authority to others; or Interpret Ends and Executive Limitations policies.



In the absence or inability of the president, the vice president shall have all of the powers and duties of the president. If the Vice President is not able to serve in the role of the president, the role will fall to the Secretary of the board and then to the Treasurer.

Vice-President - In the event of the absence of the president, the vice-president shall preside over meetings of the board. In the event of the death of the president or their inability to act, the vice-president will perform the duties of the president, except as may be limited by resolution of the board, and can act with all the powers of and subject to all the restrictions upon the president. To the extent authorized by the president or the board, the vice-president will have the same powers as the president to sign deeds, mortgages, bonds, contracts or other instruments. The vice-president will perform such other duties as from time to time may be assigned to them by the president or the board.

Secretary - The secretary will: (a) ensure that minutes are taken at all meetings and that the minutes are circulated to the board for review and revision, as needed. (b) see that all notices are duly given in accordance with the bylaws or as required by law; (c) ensure that corporate records are maintained in a secure way (d) as needed, sign documents such as deeds, mortgages, bonds, contracts, or other instruments; and (e) in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to them by the president of the board.

Treasurer - The treasurer will have access to and will review the financial records of the organization, including financial policies and procedures, budget documents, and financial reports. In general, the treasurer will perform all duties incident to the office of treasurer and such other duties as from time to time may be assigned to them by the president of the board.



Application for Appointment to the Bandit Theater Board of Directors

Applicant Information

Name	
Address	
Phone	
Email	
Company	
Position	

Other Board, Community, and Non-Profit Involvement

Organization/Program	Role	From	To



Specific Areas of Relevant Expertise

Please circle all that apply:

- | | | | |
|--------------------|------------------------|--------------------------|-----------------------|
| Accounting/Finance | Community Relations | Event Planning | Fundraising |
| Human Resources | Law | Marketing | Communications |
| Graphic Design | Personnel Management | Grant Writing/Assessment | Nonprofit Experience |
| Strategic Planning | Volunteer Coordination | Project Management | Operations Management |

Other: _____



Board Expectations

(Please initial in space provided indicating that you have read and understand each item):

I understand that, as a Board member, I will be expected to:

- Participate for a full Board term of 2 years
- Attend monthly Board meetings
- Personally contribute to Bandit, either by personally donating or helping raise a meaningful amount
- Assist with fundraising efforts and events
- Comply with by-laws and act consistent with values and purpose, and best interests of Bandit, including identifying relevant conflicts of interest and recusing myself from discussions and decisions where necessary
- Be knowledgeable about the organization's values, mission, programs and performance
- Provide active, strategic leadership and ensure the organization's financial viability and sustainability
- Be an ambassador for the organization and promote its work in the community
- Employ and evaluate the performance of the Artistic Director
- Spend at least 5 hours per month volunteering for the Board and theater outside of time in Board meetings

By submitting this application, you acknowledge that you have read the Board Member Responsibilities in their entirety.

Signature: _____

Date: _____



For office/committee use only

Date application received	
Date application reviewed	
Action take by Board	
Date applicant notified of status	