

BackStoryTheatre.org
WellspringTheatre.org
info@BackStoryTheatre.org



(720) 263-0836
555 Burbank St, Unit Q
Broomfield, CO 80020

BackStory Theatre Board of Directors

Description of Commitment - Application and Contact Information - Authorization & Disclosure for Criminal Background Check

Thank you for your interest in serving on the Board of Directors for BackStory Theatre (BST). BST is a 501(c)(3) Non-profit organization based in Broomfield, CO. Our mission is to provide affordable access to high quality theatre arts education and performance opportunities for all ages in our community and the surrounding areas. We believe that every community is enriched by theatre! BST received its tax-exempt status in November 2013, retroactively applied to 2011 by the IRS. We hold classes at schools and other spaces within our community and also in our studio at 555 Burbank St, Unit Q, Broomfield, CO 80020. Most productions are performed through a rental agreement at the Broomfield Auditorium, 3 Community Park Rd, Broomfield, CO 80020. We provide a variety of classes and auditioned performances throughout the year for either a per-participant fee or for free for participants with funding through foundation and government grants. In 2022, 50% of our 91 enrichment programs were provided free of charge to participants. 3,219 participants were served through 97 total events.

Description of Commitment

- **Community Ambassadors**

BST Board members present BST in a positive light and seek out opportunities for collaboration, partnership, and donor support whenever possible. Staying informed and involved with BST activities and events assists in spreading the word about our inclusive, creative programming! Attendance at a variety of BST performances & class showcases throughout the year is encouraged. A complimentary ticket to all performances will be provided upon request to the Executive Director.

- **Non-Discrimination**

The officers, directors, committee members, employees, and persons served by this Organization shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. BackStory Theatre is committed to [anti-racist](#) practices. Persistent acts of discriminatory or non-inclusive behavior from participants, staff, contractors, or board members will be grounds for dismissal from position or participation in programming. We commit further to recognizing and *celebrating* diversity in all its forms; to model inclusive behavior as educators; and set strong examples for receptive language, civil discourse, and solutions-based problem solving. BST encourages and welcomes the wide range of perspectives, lived experiences, and cultural expressions surrounding us!

- **“Give or Get”**

BST’s Board members provide vital and diverse support in time, advice, funding, strategic planning, financial oversight, networking, and fundraising. A significant pledge to this support is through a Give or Get commitment to provide \$250 in value in each fiscal year prior to December 31. This value may be provided by direct donation, individual fundraising, scheduled volunteer hours at events, technical support, and more! No member of BST’s Board receives financial compensation for their service. Each board member is expected to participate in at least two events each year in a support capacity (this looks different for each board member but common activities are: taking tickets at a show, decorating for a fundraiser, or transporting or collecting materials for an event).

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Description of Commitment (cont'd)

- **Quarterly Meetings & Strategic Planning**

Meetings are approximately 2-2.5 hours and occur once per quarter (January, April, July, October) on a weekday evening. Annual schedules are set by the Board no later than the quarter two meeting and make every effort to accommodate the best available date for all members. Quarterly meetings focus on reports from the Executive Director and any committees/working groups with open action items, establishing action items for future quarters, and voting on any matters necessary. Meetings are hosted online or in person depending on the needs of the members each quarter. Facilitated Strategic Planning sessions occur every 2 years (due in 2023) to set 3-5 year goals and review long-term goals, mission, and vision. These sessions typically occur in 3-5 hours and may be scheduled in as many sessions as needed to accommodate board member schedules.

- **Committees & Working Groups**

While the BST Board is primarily an advisory board, additional support is needed around fundraising and volunteer engagement. Members are encouraged to form or join work-groups and/or committees to create efficient communication and goals between quarterly meetings in support of broader goals determined by strategic planning and Board action items throughout the year. Sample subcommittees are "COVID Advisory" and "Special Events".

- **Terms and Elected Positions**

General board terms for elected directors are an initial two-year agreement with the option to renew for one-year terms, without limit, each year in January. The BST Board "Elected Positions" consist of the President, Treasurer, and Secretary. Additional roles and established titles, such as Vice President, may be determined each year as needed and voted on by the Board. Each Elected Position term is one year with no limit on terms served. Additional information on Elected Positions and terms may be found in the BackStory Theatre ByLaws. Board members are asked to support succession of their role if and when they need to step down for any reason. The board suspended formal "Robert's Rules of Order" procedures in 2019 and currently operates with a reciprocal method of productive, respectful, open discourse. Formal votes are held for significant financial and operations changes (such as annual budget approval, executive director selection, and strategic operations changes).

- **Communication**

BST Board primarily schedules meetings and conducts interim work via email and mobile text messaging. Archival files and current documents of work are stored and shared by staff via Google Suite. Grant applications, program descriptions, and strategic plan documentation are available (by request) from the Executive Director. Privacy protected information, such as employment documentation, is secured in locked filing at the studio. 555 Burbank St, Unit Q, Broomfield, CO 80020 is the address on file for BackStory Theatre dba BackStory Youth Theatre and Wellspring Theatre. Open, positive communication, queries, concerns, comments, and collaboration are welcomed!

- **Contact information & Conflict Resolution**

Conflict and disagreement are recognized as a healthy component of open discourse within the framework of honesty, humility, and collaborative intent. Disagreements that further group conversation should be brought up in productive dialogue during meetings. Conflict or concerns which cannot be resolved in a timely or safe manner during a meeting should immediately be brought to the attention of the Board President and/or Executive Director for support in finding a positive resolution that honors all parties involved.

2023 Board President: Misae Vela Brol misae.ueha@gmail.com Mobile: (720) 472-0976
Executive Director: Mary Wilkie mary@backstorytheatre.org Mobile: (303) 618-3889

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BackStory Theatre Board of Directors Application & Contact Information

The following information will be used to inform discussion of your suitability for this board ahead of an election vote. If elected to the BST Board, this information will be used as required in grant applications, funding reports, and strategic planning. *(please print clearly)*

Name Pronouns Date

Email

Phone (cell) Phone (secondary)

Street Address (not a PO Box) City State Zip

Employer Job Title Brief description of your primary job responsibilities

Key skills brought to BackStory's Board of Directors _____

Reason(s) for applying to BackStory's Board of Directors _____

What do you hope to gain from participation on this Board? _____

I agree to provide the annual Give or Get contribution of \$250, due no later than December 31 each year of term

Signature Date

Please share the best day(s) of the week for evening meetings once per quarter and any other notes on your scheduling availability

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DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT, CONTRACT, AND/OR VOLUNTEER PURPOSES

Please Read Carefully Before Signing the Authorization

In considering you for employment, contract, and/or volunteer work (“employment”), and if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, BackStory Theatre (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

- a “consumer report” is a written, oral, or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

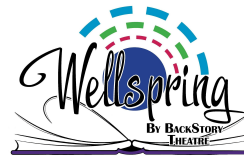
BackStory Theatre requires this process for any and all regular volunteers, staff, board members, and contractors who may find themselves in direct close contact with students, with or without direct staff supervision, or who may handle money and/or have access to confidential, sensitive, or financial information about the organization.

Any questions may be addressed to:

Mary Wilkie
Artistic & Executive Director
BackStory Theatre
555 Burbank St, Unit Q
Broomfield, CO 80020

Or emailed to: Mary Wilkie – info@backstorytheatre.org (subject line: Authorization for Background Check)

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CONSUMER REPORT AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize BackStory Theatre to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed/contracted/accepted as a volunteer, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do do not authorize you to contact my current employer for Employment and Reference Verifications. (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application and/or letter of interest.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

Printed Legal Name

Applicant Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under the age of 18)

Date

INFORMATION REQUIRED FOR CONSUMER REPORT

Please Print Clearly

Last Name

First Name

Middle Name/Initial

Maiden Name, Alias, or Other Names Used (if applicable)

Social Security Number

Date of Birth

Home Address (not a PO Box)

City

State

Zipcode

Email Address

Phone Number