

DIVERSITY + INCLUSION ASSESSMENT TOOL

Instructions:

Each category has five questions. Each question should be scored from 0 to 5. Up to 5 points may be earned for each question, for a potential total score of 100 over all four sections. Partial credit may be given for items under development. The following key is to be used as a guideline when assessing points for each question.

- 0 – Not applicable/no work done at this time
- 1 – Work is in the beginning/development stage. Nothing has been executed on at this time
- 2 – Some efforts have been executed but not on any constant basis.
- 3 – Approximately able to execute on this 50% of the time over the course of the year.
- 4 – Fairly constant effort over the course of the year.
- 5 – Constant performance over the course of the year

BUILDING A DIVERSITY-FOCUSED CULTURE

- The association has published a diversity statement adopted by the Board of Directors and annually reviews to confirm direction and commitment to that statement
- The association has incorporated diversity, equity, and inclusion into its annual strategic objectives
- A plan is in place to recruit a diverse board and committee leadership
- The board has incorporated diversity into their annual self-performance evaluation
- The association includes DEI in its orientation of board and committee leadership

EXECUTING A DIVERSITY STRATEGY

- The association has a diversity, equity, and inclusion committee or designated champion
- DEI commitment and committee has clearly stated objectives and measurable goals
- The association reported status of achieving goals to the members
- Diversity is built into internal and external communications
- The association has a plan to promote diversity goals to members and volunteers

SERVING AS A MODEL FOR EFFECTIVE PRACTICES

- The association includes diversity as a strategy to fill speakers and all volunteer leadership
- The association has a meeting policy addressing accessibility, food, and other items that would be of interest to diverse members
- The association has an action plan to address DEI in its recruitment and renewal efforts
- The association has prioritized outreach in the industry and partners whose DEI practice aligns with the association
- The association regularly distributes resources, research, and examples to members on effective DEI efforts

MEMBER PERCEPTION

- 80% or more of members are satisfied with the association's commitment to DEI
- 80% or more of members are satisfied with the association's practices of DEI
- 80% or more of members feel that the association fosters an inclusive environment
- 80% of members feel that they see themselves reflected in the volunteer leadership (board and committees)
- 80% of members feel that they see themselves reflected in content providers for the association
- **TOTAL SCORE:**

ASSESSMENT FINDINGS AND RECOMMENDATIONS

OVERALL:

BUILDING A DIVERSITY-FOCUSED CULTURE:

EXECUTING A DIVERSITY STRATEGY:

SERVING AS A MODEL FOR EFFECTIVE PRACTICES:

MEMBER PERCEPTION: