Intentional Organizational Diversity & Inclusion Efforts Assessment Tool

Updated June, 2020

Diversity and Inclusion Activities	Not in Place	In Progress	Implemented
Overarching activities			
D&I is tied to organizational mission/vision			
D&I discussions are tied to professional oath			
Collection of demographic data			
Data collection uses best practices for inclusive language & methodologies			
D&I are permanent components of strategic planning			
All programming is expected to have D&I considerations			
Leadership and volunteer on-boarding, training, and professional development includes D&I content			
Leadership development includes programming designed to create a more diverse pool of potential leaders			
Leadership development includes anti-bias and anti-racism training			
The organization has a staff person programmatically assigned to coordinate D&I programming across the organization.			
D&I staff are positioned within the organization as a decision-maker with access to staff and volunteer leaders.			
There is a dedicated budget with resources to support D&I programming.			
The organization has D&I champions (member & staff)			
Senior leadership is engaged in advancing D&I programming			
Organizational climate is regularly assessed with adjustments being made to move toward constant improvement			
Programmatic assessment is built into all organizational programming, including but not limited to D&I programming.			

Other clearly defined efforts:			
Participation Barrier Scans			
Regular assessment of organizational membership, member underrepresentation and participation in organizational activities			
Examination of barriers to leadership ascension • Are there unofficial pathways to leadership? • How is the nomination process structured? • What are the formal and informal methods of recruiting for leadership positions? • How much funding is needed to mount a campaign for leadership positions?			
Selection methodology for participation on committees/task forces considers D&I			
Selection methodology for leadership training/selection considers D&I			
Other activities:			
New Programming/Initiative Assessment			
Is there an obvious D&I element?			
Is there a less obvious D&I element?			
How might a D&I element be infused into any proposed program/initiative?			
Other activities:			
Conferences & Symposia			
Conferences are held in locations with major conflict on national D&I issues • Do mechanisms exist to avoid this?			
There is diverse pool of abstract reviewers			
Outreach is done to promote abstract submission from underrepresented populations			
Conference programming create opportunities for diverse speakers and panels			
Reviews & processes in place to review programming for diversity, gender balance, etc (Avoiding "manels")			

There is a track for D&I programming or D&I programming is intentionally infused throughout the program			
Conference entertainment planning consider D&I issues when securing talent			
Other considerations:			
Communication, Publications & Images			
Prepared comments reference the importance of diversity and inclusion whenever appropriate.			
The organization's communications style guide includes evidence based guidance related to D&I in various forms of media			
There is a standardized process for publication review related to D&I			
Images reflect existing and aspirational organizational/professional diversity			
Collection of & subscriptions to stock photos include diverse images			
There a contingency in place to secure the photos necessary to develop a robust collection of photos			
Other activities:			
Crisis Communications			
D&I related responses should be mission and values focused and evidence based			
In the event of a mistake, extend authentic and meaningful contrition and desire for restorative justice			
Publicly outline plans improve on D&I topics in the future			
Other activities:			

Organizations should engage in assessments at regular intervals
with focused improvement plans and activities emerging at the end of the assessment process.
For more information on this tool, contact, Lisa Greenhill at lgreenhill@aavmc.org.