

The Diversity, Equity, & Inclusion



PART 2: GET STARTED

Before you start, it is important to create a **structure of responsibility and accountability** that will build a strong and lasting foundation to **support this enduring work.**



Create a Structure of Responsibility & Accountability

Here is what you will need to be, to build, and to do:

- **Appoint a Company/Organization Leader** prepared to champion and lead DEI efforts.
- **A Board of Directors** (as appropriate) supporting DEI as a long-term priority, kept informed of and provides feedback and guidance.
- **Designate a DEI Lead (ideally a senior staffer)**, who has a seat at the leadership table and directly reports to the Company/Organization Leader. **The DEI Lead should be given authority, responsibility, and accountability.**

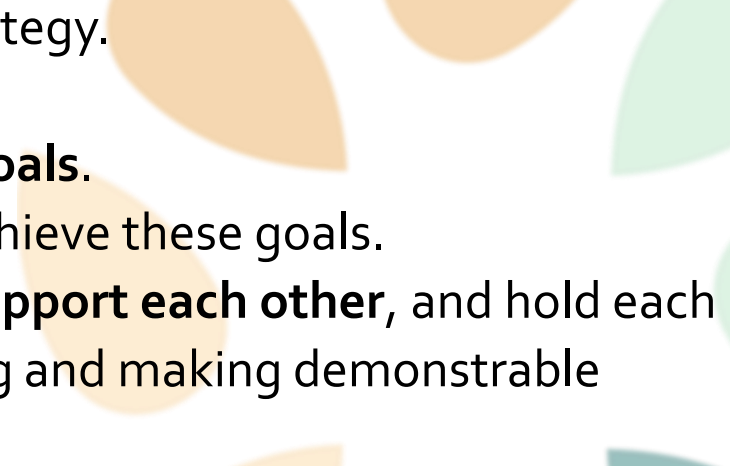
Create a Structure of Responsibility & Accountability

Here is what you will need to be, to build, and to do:

- **A Diversity Committee** comprised of volunteer leaders and staff should be established and tasked with specific objectives.
- **Add a Consultant or Partner**, as appropriate, to assist in assessment, goal setting and implementation.

Create a Structure of Responsibility & Accountability

The parties identified must:

1. **Commit** to DEI as a core business strategy.
 2. **Begin** their own **personal journey**.
 3. **Contribute** to and align on **SMART Goals**.
 4. **Allocate appropriate resources** to achieve these goals.
 5. **Put one foot in front of the other, support each other**, and hold each other **accountable** for communicating and making demonstrable **progress** toward your goals.
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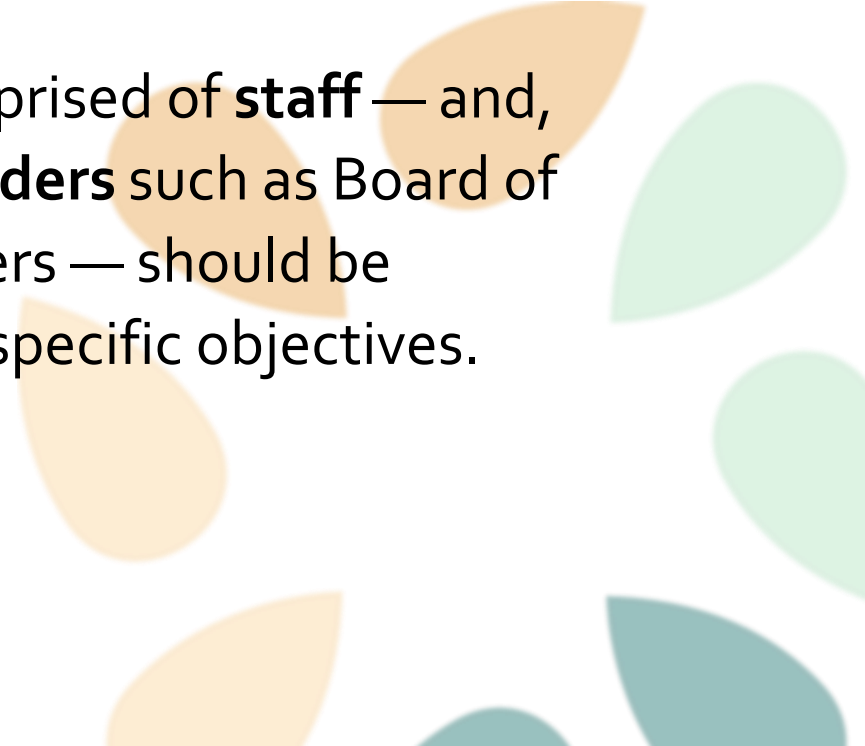
Assembling & Activating a DEI Committee

You can apply an **inclusive process** to identify and invite team members to participate in a committee to provide:

- ♦ Input on your **SMART** goals
- ♦ **Monitor** and **communicate** progress
- ♦ Help to build **buy-in across the organization** for each goal and for DEI generally

Assembling & Activating a DEI Committee

A **Diversity Committee** comprised of **staff** — and, as appropriate, volunteer **leaders** such as Board of Directors or other stakeholders — should be established and tasked with specific objectives.



Assembling & Activating a DEI Committee

- The **size of the committee** should be determined, in part, by the size of the organization and the range and scope of DEI objectives.
- Regarding objectives, **subcommittees, task forces, or working groups** may be assigned to provide guidance for specific objectives and initiatives.
- But all must report to the committee chair and **support the broader committee.**

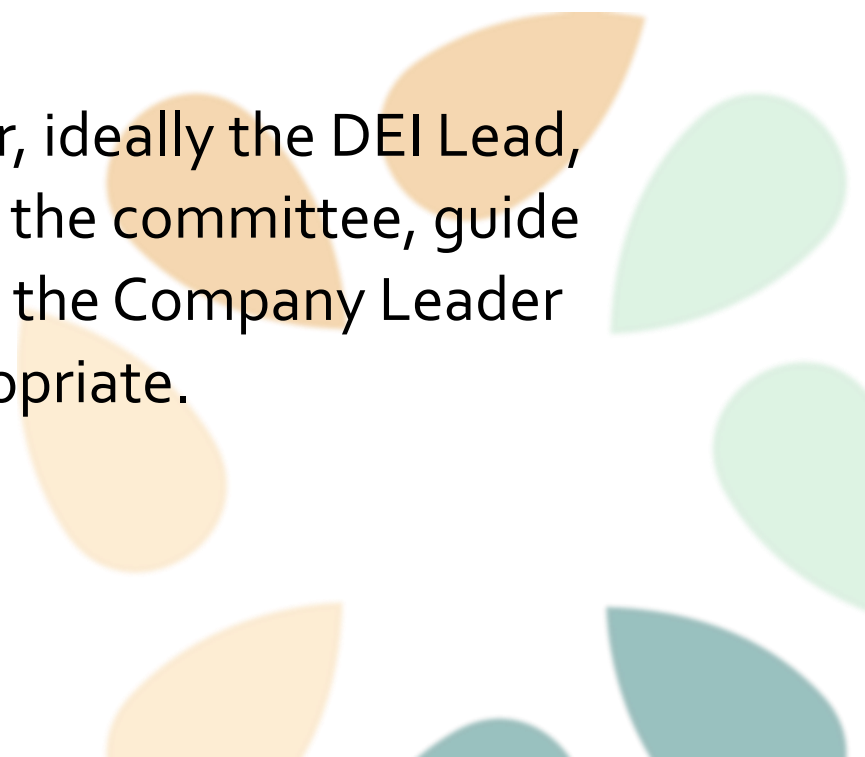
Important Factors to Consider

Representation. The Committee should consist of staff representing **teams, experience,** and **roles** across the organization and ideally a diversity of individuals based on the understood **Dimensions of Diversity**, depicted by the Iceberg Effect graphic.

All levels of staff should be represented.


Important Factors to Consider

Leadership. A Committee Chair, ideally the DEI Lead, should be appointed to oversee the committee, guide its work, and report regularly to the Company Leader and Board of Directors, as appropriate.



Important Factors to Consider

Term Limits and Rotation. Committee members should have clearly delineated and enforced term limits. Positions rotate to ensure staff representation and participation.



Important Factors to Consider

Charter. A charter should be created (and routinely reviewed) to assign purpose and focus as to the role of the Committee. The Charter should, at minimum, charge the Committee with providing guidance and feedback on:

- **DEI Objectives**
- **Measurement and reporting** on progress toward goals and objectives
- Orientation and **training** initiatives and **evaluation**

Important Factors to Consider

Reporting. To support **transparency** and **ownership** of DEI, the committee should **report to Company Leadership** - and staff - on their progress.



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