



Diversity, Equity, and Inclusion

DEI BRANCH ASSESSMENT

Content from AAUW National DEI Tool Kit

Prepared by AAUW Missouri Diversity,
Equity, and Inclusion (DEI) Committee



Diversity Structure & Planning

- Appoint a Diversity Officer
- Create a Diversity and Inclusion Committee (2-4)
- Engage Members in Diversity and Inclusion Conversations
- Assess your Branch's Diversity and Inclusion
- Create a Diversity and Inclusion Plan
- Reassess your Progress and Adapt your Plan



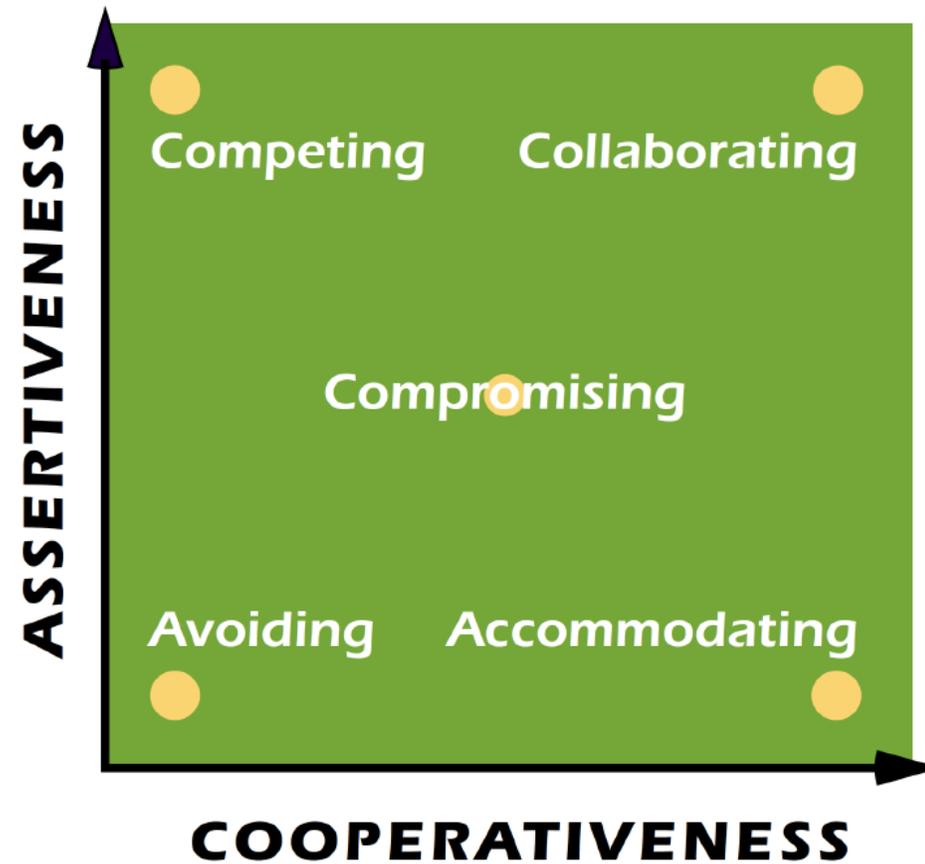
Having Difficult Conversations

- Agree on Ground Rules and Post Them
- Set Community Agreements
- Follow Best Practices for Managing Conflict
 - Attempt to pursue a common goal, rather than individual goals
 - Openly and honestly communicate with everyone
 - Foster a culture in which differences of opinion are encouraged, placing emphasis on the common goals among your members
 - When conflict is avoided or approached on a win/lose basis, it becomes unhealthy and can cause low morale and increased tension within your members

Ground Rules

- 1. Listen actively — respect others when they are talking.**
- 2. Speak from your own experience instead of generalizing (“I” instead of “they,” “we,” and “you”).**
- 3. Do not be afraid to respectfully challenge one another by asking questions but refrain from personal attacks — focus on ideas.**
- 4. Participate to the fullest of your ability — community growth depends on the inclusion of every individual voice.**
- 5. Instead of invalidating somebody else’s story with your own spin on her or his experience, share your own story and experience.**
- 6. The goal is not to agree — it is to gain a deeper understanding.**
- 7. Be conscious of body language and nonverbal responses: They can be as disrespectful as words.**

Understand Your Conflict Resolution Style



Stages of Inclusiveness

Organizational Inclusiveness¹

Who becomes an insider and who remains an insider over time?

Closed/Homogeneous	Neutral/Individualistic	Welcoming/Assimilative	Seeking/Inclusiveness
People get to be insiders mostly by being groomed and invited. Like-minded people of similar backgrounds (similar identity-group memberships) are often chosen as insiders because they are a comfortable "fit."	The route to becoming an insider is open but not well-marked. Individuals have to figure out for themselves how the insider culture works and how to fit in.	Newcomers are welcomed and current insiders readily help them learn the ropes. Still, fitting in with the current culture is still key.	Current insiders actively recruit newcomers and value diversity. Insiders are willing to change themselves and the culture to make room for new people with diverse perspectives, ideas and ways of working together.

Where does my branch fall?

Examine Your Current Progress

- **Recruitment**

- How do we currently recruit new members?
- What are the typical identities of the people we recruit?

- **Retention**

- What do we do to welcome new people to our branch?
- Who stays and who does not return?
- Why do you think that is?
- What is the identity makeup of our branch?

Examine Your Current Progress

■ Programming

- Who is our programming intended for?
- Who does our current programming typically attract?
- Why do we think that is?
- How accessible are our programs in terms of location, date and time and more?

■ Communication

- What methods do we use to communicate upcoming programs and news for our branch?
- Who uses or does not use these methods?
- What methods are we not using?



Examine Your Current Progress

- **Leadership Development/Succession**

- How do we get new board members?
- What do we do to encourage and support members to become leaders?
- Who do we encourage, and who do we not encourage?
- What is the makeup of our leadership?
- Does our leadership reflect the diversity of our branch?

- **Planning and Decision Making**

- Who is involved in planning for our branch?
- What does the process entail?
- How transparent is this process?
- What methods are we not using?

Gather Your Membership Information

1. In the last two calendar years, have you actively recruited new members?
2. How many new members have you recruited in that timeframe?
3. What is the current demographic makeup of your membership? Of your leadership?
4. What is the retention rate of members? Do you know why members who were not retained left?
5. What's been working in helping to create an inclusive environment?

Gather Your Program Information

1. What types of programs has your branch organized in the past two years?
2. Who was the target audience? What was the goal of the program?
3. How is diversity incorporated into the program calendar?
4. What has been your branch's strategy for reaching a broader audience?

Moving Forward

- Determine Your Stage
- Create an Action Plan with SMART Goals
- Put into Action Your Next Steps

SMART Goal Setting

SMART is an acronym that you can use to guide your goal setting.

To make sure your goals are clear and reachable, each one should be:

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time Sensitive**

Branch Activities (Plug 'n Play)

- **Understanding the Difference Between Diversity, Equity & Inclusion (DEI)**
 - Diversity vs. Inclusion
 - Inclusion vs. Belonging
 - Equity vs. Equality
- **Understanding Unconscious Bias**
 - Recognizing unconscious bias in themselves
 - Recognizing unconscious bias in others
 - Addressing unconscious bias

Lead Your Branch

- Attend National DEI Webinars
- Include DEI articles in branch newsletters
- Make 5–7-minute DEI presentations at branch meetings
- Plan programs to introduce DEI to the branch
- Complete a branch assessment
- Include DEI in book group selections

Actions for Reaching a More Diverse Audience

- 1.
- 2.
- 3.
- 4.
- 5.

How will your branch make this happen?