Charities Review Council
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Diversity and Inclusivity Organizational Self-Assessment Tool

The nonprofit sector plays a unique and critical role in our society, addressing the needs of a broad cross-section of people and places. Because of this, it is increasingly important that nonprofits seek to be inclusive and embrace diversity in all its forms to be responsive to the changing demographics of the larger society. By striving to be diverse and inclusive, a nonprofit strengthens its ability to achieve its mission by bringing together individuals with varied experiences, perspectives and skills.

To assist in assessing how a nonprofit is progressing in its journey towards diversity and inclusivity, the following tool is meant to facilitate a greater understanding of where an organization currently stands and spark conversations toward meaningful action steps.

This self-assessment tool is designed to be a starting point and organizations are encouraged to add or change items as makes sense. By using this tool, it is hoped that the nonprofit will gain greater insight around three key questions:

- Who is the community we serve?
- How do we as an organization reflect the community we serve?
- What are some action steps we can take to reduce any barriers to broader diversity and inclusivity?

Please note that actions taken by an employer to increase diversity and inclusivity may present legal compliance challenges and should therefore only be undertaken after seeking expert advice.

Suggested Instructions

The use of this assessment tool is not mandatory. There is no one way to use this too. However, it tends to work best if one person acts as the lead in facilitating conversations within your nonprofit to complete the assessment. Often nonprofits will have the assessment process be part of a board committee's work and the lead person works closely with this group.

Although each question is structured to have a yes or no answer, the questions are meant to be a conversation starter more than anything. **For this reason, there is an accompanying column for explanations to give more detail. Information dealing with protected classes (race, ethnicity, religion, etc.) should be maintained anonymous and confidential. It must be kept apart from employment records. Please consult your legal counsel if you have any questions regarding this.**

When the assessment is complete, it is recommended that the full board of directors review it. This may be something you will want to share with staff, volunteers or other stakeholders as well, however, great care should be given to preventing sensitive information regarding individuals from being shared. Please do not return the assessment to the Council.

The Council is grateful to the YWCA of Minneapolis for developing this assessment.

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Key Steps for Increasing Organizational Diversity

Assessment of Diversity and Inclusivity:	Yes/No/ Unsure	Explanation
Has your organization defined diversity? Diversity encompasses a number of characteristics that will differ from organization to organization, for example, age, immigrant status, dis/ability status.		
Is your organization active in serving and building relationships in diverse communities (as defined by your organization and as it relates to your mission)?		
Has your organization agreed to and examined your reasons for seeking diversity? (Why, how it relates to mission, barriers, etc.)		
Has your organization had in-depth conversations about what you know and what you do not know as relates to this topic?		
Has your organization developed a statement of purpose? (Begin with a firm commitment to diversity that is written, visible, and an expectation of all board and staff members)		
Are your organization's staff, board, and volunteer trainings aligned with your goals around diversity?		
Has your organization identified and addressed systematic barriers that preclude people from being fully engaged in the diversity and inclusivity effort?		
Has your organization gone through diversity training?		
To the extent permissible under the law, does your organization reflect its commitment to diversity in its recruitment, retention, mentoring and leadership development practices?		
Is diversity a core value that is structurally integrated throughout your organization? (Diversity council, affinity groups, marketing materials, policies, etc)		
To the extent permissible under the law, do your employee evaluations reflect accountability to your diversity standards?		
Does your organization have allies/mentors or another structure in place for members to help navigate, answer questions, stand up when something inappropriate/discriminatory is said, etc.?		

The three things this organization is doing well in terms of creating and sustaining a diverse, inclusive environment are:

1.

2.

3.

The top three priorities for increasing this organizations commitment to diversity are:

1.

2.

3.

This organization will create a timeline for taking action on these priorities by: (date)

Signed:

_____

Executive Director (date)

_____

President of the Board (date)