

Checklist for Establishing a Diversity Committee

A. Leadership commitment

- How committed are your organization's leaders to a structured diversity program?
- How does your organization define diversity?

B. Diversity objectives

- How will a diversity program further the organization's business strategy or benefit your members?
- What are your diversity committee objectives?
- Are your objectives practical, realistic, and measurable?
- Who will the program serve?

C. Program parameters

- How long will the diversity committee relationships last?
- What types of issues and concerns are within the scope of the committee objectives?
- How much time should the leadership and committee volunteers spend on diversity activities?
- What should diversity activities include?
- How much money should your organization spend on diversity activities?

D. Procedures and criteria for creating a diversity committee

- What is the time commitment required for committee members?
- What criteria will be used to select leaders and members?
- Will organization leaders select committee members?

E. Diversity committee management

- Who will be your program coordinator?
- What duties will the program coordinator perform?

F. Diversity training

- What will you include in your diversity committee training curriculum?
- Who will provide the training?
- When will you provide the training?

G. Ongoing support

- What kind of support will the diversity program coordinator give to participants?
- How will the program be monitored?
- How will the success or failure of the diversity program be measured?
- Partner with a local minority organization or minority law firm or law school.

H. Evaluation

- How and when will the program be evaluated?
- Who will do the evaluation?
- How will individual experiences be evaluated?

I. Incentives

- How will you reward people who engage in diversity activities?

J. Leaders and members of the Diversity Committee

- Who are the potential leaders in your diversity program?
- What attributes will you look for in potential leaders?
- Who can be members? Partners? Non-lawyer personnel?
- How will leaders be recruited?
- How will members be recruited?

K. Associates

- Which lawyers will be leaders in your program?
- Will participation be open to all or limited to selected organization members?
- If the program will be limited, what will selection criteria be?
- Will your program include part-time attorneys?

L. Written guidelines

- Do your written guidelines and bylaws cover all essential elements of the diversity program?

M. Pilot project

- Which individuals, groups, and offices will be included?
- How long will the diversity committee project last?
- What procedure is in place to monitor and make adjustments?
- How will it be evaluated?
- Will you focus on the following initial tasks:
 - Diversity speakers for panels?
 - Diversity writers for publications?
 - Diversity in your leadership?

N. Marketing the diversity program

- What will you use to market the program?
- Do your materials inform and promote?
- Are your marketing materials designed to attract lawyers and clients to your diversity efforts?
- Will you partner with local law firms on diversity projects?
- Will you partner with local corporations on diversity projects?
- How will you launch your program?
- How will you educate your lawyers and staff about the diversity committee program?

O. Integrating professional development activities

- Is your diversity committee program coordinated with other professional development activities?
- Will the diversity committee program coordinator organize any other aspects of professional development?
- Will your organization play a role in coordinating any other professional development diversity activities?