



How to form a diversity
and inclusion committee:
A step-by-step guide

Contents

- 1 Understanding diversity and inclusion in the workplace
- 2 **Step 1:** Work with organizational leaders to form a committee
- 2 **Step 2:** Encourage members to join
- 3 **Step 3:** Define your mission and vision
- 3 **Step 4:** Conduct a needs assessment and establish key goals
- 4 **Step 5:** Locate resources and information
- 4 **Step 6:** Put your plans into action
- 5 **Step 7:** Track your progress
- 5 Concluding thoughts


Understanding diversity and inclusion in the workplace

What does a diverse and inclusive workplace look like? It's where people with a wide variety of backgrounds and demographics can work together in a welcoming and supportive environment.

Unfortunately, workplaces aren't inherently set up to support this – but members of an internal diversity and inclusion committee can act as change agents who work to bring this vision to life.

Wondering what it takes to create and lead this type of committee in your own company? This guide will break down the task of forming a diversity council into actionable steps.

With a clear path forward, HR and business leaders can have greater success in improving inclusion and diversity in their own work environments.



This guide will break down the task of forming a diversity council into actionable steps.

Step 1. Work with organizational leaders to form a committee

Before reaching out across the organization to round up members, it's important to first gain buy-in from organizational leaders at your company. With their support, you'll be in a position to make widespread and lasting change. When you're ready to formally establish your committee, be sure to follow company procedures.



Step 2. Encourage members to join

Next, spend time attracting members to your group who are enthusiastic about diversity initiatives. Launching your task force with a small group of highly committed colleagues who truly want to be involved is a great way to start. As your work becomes more visible, others may wish to join as well.



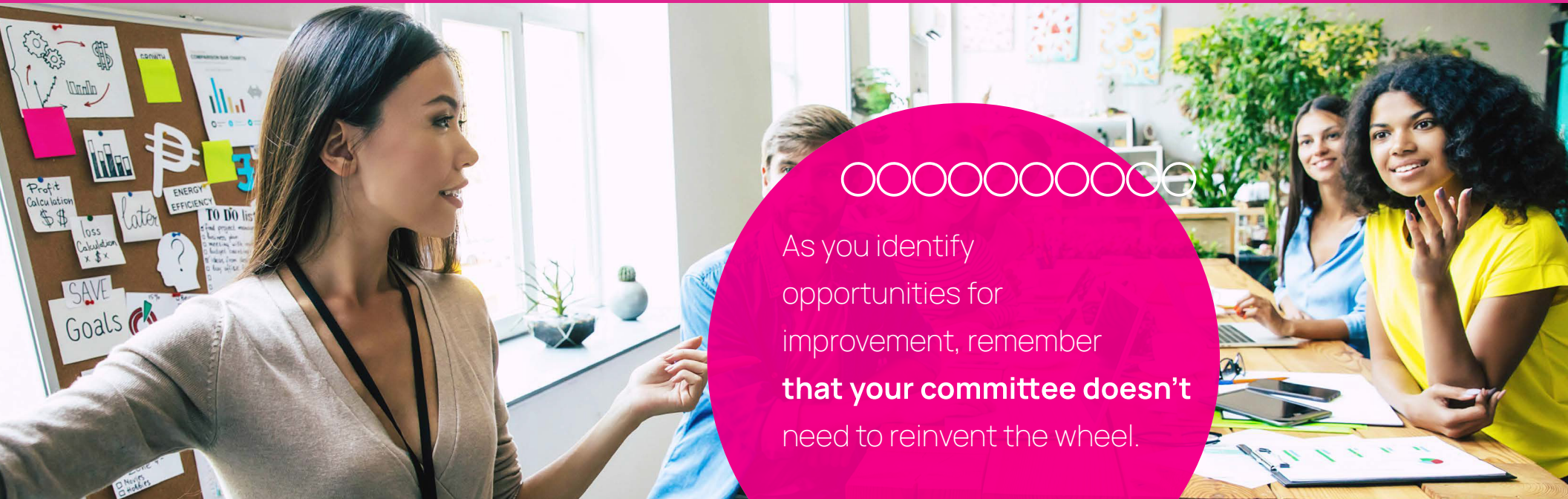


Step 3. Define your mission and vision

Once you have an official committee, engage in an open-ended conversation where you can establish a framework and arrive on the same page. Start with defining diversity and inclusion and what they mean in the context of your organization, and work toward crafting mission and vision statements that express your intentions.

Step 4. Conduct a needs assessment and establish key goals

With a concrete mission in place, complete an organizational needs assessment. This type of audit will show you where things currently stand and where diversity and inclusion are lacking. Use the results to define several actionable goals and the steps you'll need to take to achieve them.



As you identify opportunities for improvement, remember **that your committee doesn't** need to reinvent the wheel.

Step 5.

Locate resources and information

As you identify opportunities for improvement, remember that your committee doesn't need to reinvent the wheel. Instead, look outside of your organization to gather ideas for how to carry out your mission. Find and connect with other local groups, committees and chapters with similar goals for long-term support and partnership opportunities.

Step 6.

Put your plans into action

Now, it's time to agree on what initiatives you'll focus on. Establish methods for how you will make decisions and communicate amongst the committee. Then, delegate roles and responsibilities to members and define timelines and processes you can follow in carrying out your first few committee activities.

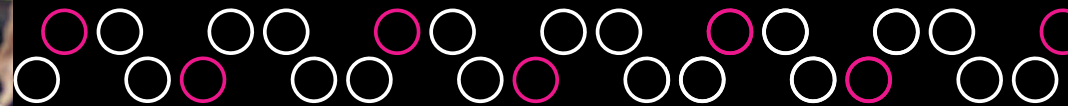
Step 7. Track your progress

The best way to know how your committee is impacting the organization is to document your plans, goals and timelines in detail. Use surveys and other methods to collect quantitative and qualitative feedback. Gather and present data that illustrates where your organization started and where you're headed. Actively track your movement toward those key goals and milestones.



Concluding thoughts

The process of creating a diversity and inclusion committee at your workplace can be an exciting and rewarding experience. You can expect to collaborate and connect with your peers and enact meaningful change. It's likely that you will also face challenges like limited resources and push-back. However, a solid plan and a serious commitment to improving cultural competencies and enacting meaningful change will help your organization move in the right direction.





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