

## Board & Committee Meetings

List the 3 educational programs essential to creative and inclusive sharing and dialogue:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_



*There is not an "optimal time" for a Board meeting as each Board has a different makeup, personality and culture. Therefore, it is best to set the meetings for the year, so that everyone can make the needed arrangements to be included.*

List the 3 segments of a board meeting:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

## Small Group Engagement

Fill in the blank:

By agreeing to ground rules that encourage honest dialogue, Boards nurture an \_\_\_\_\_ that embraces "creative possibilities inherent in our differences.

(Parker Palmer)

## Small Group Engagement

### Common ground rules can include:

- We listen and we are present as fully as possible. Suspend the temptation to rehearse what you will say and listen to the speaker. Put your cell phone aside. Resist the urge to text and respond to emails while in a board meeting.
- We speak our truth in ways that respect other people's truth: Our views of reality may be different. Refrain from interpreting, correcting or debating what others say. Speak using "I" statements.
- We identify our assumptions. By identifying our assumptions, we can set them aside and open our viewpoints to greater possibilities. Taking this a step further, we practice claiming our assumptions aloud thus opening the conversation to respectful dialogue.
- We suspend our judgments. By creating a space between judgments and reactions, we can listen to the other and to ourselves more fully and thus our perspectives, decisions and actions are more informed.
- We ask honest, open questions instead of advising each other. We learn to listen deeply & ask questions.
- We turn to wonder when the going gets rough: If you feel judgmental, or defensive, ask yourself, "I wonder what brought her to this belief?" "I wonder what he's feeling right now?" "I wonder what my reaction teaches me about myself?"
- This is a discussion, not a debate. The purpose is not to win an argument, but to hear many points of view and explore many options and solutions.
- One person speaks at a time. Refrain from side conversations. Pay attention to the person speaking. If you think you will forget an idea that comes to mind, write it down. Do not interrupt the speaker. During virtual meetings use the icons to signify you would like a turn to speak.
- We seek to identify and appreciate the pros and cons of every option, not just those you prefer. Be willing to carefully and objectively examine all views in order to enrich your understanding of the issue using the lens of others.
- Seek first to understand, not to be understood. Ask questions to seek clarification when you don't understand the meaning of someone's comments.
- Honor privacy and confidentiality. What is said in the meetings, stays in the meetings. The minutes will reflect decisions made and actions taken, but will not "call out" anyone for their comments or perspectives. Information can and should be shared for transparency. But, the identity of speakers should not be revealed unless agreed upon on each individual basis.

## DEI in Friend-raising and Fundraising

### Defining friend-raising:



Friend-raising is building sustainable relationships with persons, foundations and corporations, in order to get to know them better, and to (co)create a wide variety of ways to support your organization." In this lesson, we will uncover how to incorporate DEI practices into friend-raising and fundraising. - Vera Peerdeman



### Fill in the blank:

As stewards of your nonprofit, the Board is responsible for ensuring that adequate \_\_\_\_\_ are available to support programs to achieve the mission and vision of the organization.



*Nonprofits with Boards that are representative of the communities they serve and are known to embrace differences are more likely to access resources from potential donors, partners, or policy makers. Understanding the demographics of the community your nonprofit serves should inform the strategies you adopt for fund and friend raising. Awareness of the cultural traditions of a donor community is the first step to engagement. Connecting with different audiences requires a fundraising team that is diverse, empowered and prepared as a voice for the organization. Having a representative Board that reflects the service community provides a larger network from which donors and allies can be cultivated.*

## Best Practices for a DEI Committee

### Fill in the blanks:

A Diversity, Equity and Inclusion Committee (DEIC) is a \_\_\_\_\_ of diverse stakeholders who focus their efforts on bringing about the cultural, structural and human capital changes necessary for your organization to advance and sustain DEI.

### Six key factors that can make or break a DEI Committee's ability to be impactful:

- 1) Membership: A DEIC must consist of equally-empowered members who represent the range of stakeholders in the organization. This helps engage a diverse range of identities, experiences & interests. Membership should be limited so it is not so large that it becomes unproductive. Also, there should be inclusion of or regular consultation with someone with tailored DEI expertise.
- 2) Transparency: The DEI Committee must operate with complete internal and external transparency. Transparency is crucial for any effort combating racism, sexism, & other forms of marginalization or unintended exclusion. Transparency also affirms that the committee is accountable to the rest of the organization and prevents the committee from stagnating. On occasion, sensitive issues might arise that require committee attention. For example, if a complaint has surfaced regarding harassing behavior by an employee or leader, the committee should anonymize or omit specific details as needed in any reporting or minutes that might be shared more widely. In these cases, confidentiality must be observed. DEICs should share their meeting minutes, regular progress reports and get organization-wide input.
- 3) Accountability is defined as "an obligation or willingness to accept responsibility or to account for one's actions." The committee must be able and willing to address root problems with targeted responses, not just surface issues with band-aid solutions. It must be sufficiently empowered to implement their initiatives meaningfully and successfully, and must be continually backed with the necessary resources to execute them with the promised rigor and speed.

## Best Practices for a DEI Committee

### Six key factors that can make or break a DEI Committee's ability to be impactful:

- 4) **Priorities:** A DEIC must set priorities that are explicitly and narrowly scoped. Without a proper definition of committee objectives and priorities, DEICs can become derailed. Diversity encompasses an array of experiences and concepts. A DEIC must consider where the organization is along the DEI journey in order to determine what action steps it should promote. For example, if all Board members don't accept the positive impact of DEI on the organization, trying to have conversations regarding new member recruitment of diverse representatives is premature. As one DEIC put it, not having focus caused the committee to "grab at all the shiny objects" of DEI possibilities without building a foundation to start their journey.
- 5) **Timeline:** Once priorities are set, the DEIC must commence with discussion, planning, and execution of change in a timely manner. A well thought out and action-oriented timeline is crucial to maintaining buy-in from the larger organization. Act deliberately and with a sense of urgency.
- 6) **Consideration of existing work, recommendations, and expertise:** One crucial way to decrease the timeline for change is to build off of existing initiatives and recommendations. It is important to note that when outlining its priorities, a DEIC does not have to (and should not) start from scratch. It should review existing policies, procedures and inclusive practices to determine what the organization has undertaken that embraces differences. It can also assess where the Board and organization is situated in the DEI journey using the assessment tools from Module 2. Based on the results of such assessments, the DEIC is well-informed to recommend action steps that benefit the organization.