



PLAN OF WORK TEMPLATE FOR STANDING COMMITTEES

Not applicable for event planning committees

ALA is the premier professional association connecting leaders and managers within the legal industry. We provide extensive professional development, collaborative peer communities, strategic operational solutions, and business partner connections empowering our members to lead the business of law.

Effective committees are those that focus on achieving outcomes directly linked to and supportive of achieving the [Association’s Strategic Direction](#). To ensure the Committee remains focused, it is imperative that the Chair, Board Liaison and Staff Liaison agree on key outcomes which the Committee is pursuing through its work.

COMMITTEE NAME: Diversity, Equity, Inclusion & Accessibility (DEIA)

CURRENT COMMITTEE CHAIR: Outgoing April 2023: Tiffany Ho-Rivera; Incoming May 2023: Laurence Winters

CURRENT COMMITTEE BOARD LIAISON: Outgoing April 2023: Eric Hightower; Incoming May 2023: Judy Hissong

CURRENT COMMITTEE STAFF LIAISON: Becky Garrido

COMMITTEE DESCRIPTION (source from <https://www.alanet.org/membership/volunteer-opportunities/standing-committees>):

The ALA Diversity, Equity, Inclusion and Accessibility Committee (the Committee) serves as an inclusion and diversity resource for the advancement and expansion of underrepresented groups in the Association, legal practice environments and ALA constituent organizations. The Committee supports the organization’s members and legal industry stakeholders by providing tools that assist with leading and increasing diversity and inclusion awareness in the Association, in the legal management community and in all legal service organizations.

Please outline how the work of this committee is tied to the overall goals of the Association as outlined in the current [strategic direction](#).

Goal	How does the work of this committee tie to this goal?
1) Embrace and advance diversity, equity, inclusion and accessibility in our Association and the legal industry.	A) Encourage an increase in the representation of diverse groups within ALA and the legal industry. B) Promote DEIA educational sessions and resources through our communications and educational sessions. C) Recommend accessibility policies and procedures to ensure that events, meetings, and materials are accessible to all individuals. D) Encourage the adoption of diverse hiring practices within the legal industry.
2) Foster collaborative experiences and opportunities that remove barriers for underrepresented	A) Encourage the representation of underrepresented groups in leadership positions B) Support and promote networking and mentorship opportunities for underrepresented members. C) Act as a resource to foster a welcoming and inclusive environment for underrepresented members. D) Promote resources and development opportunities to help underrepresented members build skills and advance their careers. E) Recommend organizations that serve underrepresented communities to



members of the Association and legal community.	remove barriers and increase access to opportunities. F) Promote awareness of scholarship programs that help underrepresented members attend conferences, trainings and other professional development opportunities. G) Provide content recommendations to HQ on the work and accomplishments of underrepresented members within the legal community. H) Encourage collaboration between members of underrepresented groups and other members of the ALA and legal community.
3) Measure, study and report to initiate a roadmap that continually aligns our practices with inclusion.	A) Assist with collecting and analyzing data on DEIA within the ALA and legal community. B) Support ALA HQ with publishing annual reports on the ALA's and legal community's progress towards DEIA, including data on diversity and representation. C) Provide resources to help members understand the importance of DEIA and how to align their practices with inclusion. D) Respond to requests on ALA's DEIA policies and practices. E) Provide opportunities for members to provide feedback and suggestions for improving the ALA's alignment with DEIA.
4) See and feel our commitment in diversity in everything we do.	A) Promote the clear and public commitment to DEIA that is reflected in ALA and legal community initiatives, policies, and practices. B) Provide resources and education for members on the importance of DEIA. C) Strive for all ALA and legal community events and activities to be inclusive and accessible to all individuals. D) Participate in a culture of inclusiveness and respect within the ALA and legal community that celebrates and values diversity.

List at least three (3) key outcomes the Committee's work should focus on achieving next year.

1) Education

- A) Establish a level of confidence and credibility on DEIA topics within the committee and with ALA members by asking each DEIA Committee member to complete the "Diversity, Equity and Inclusion in the Workplace" course provided by The University of South Florida by the end of 2023. This could also be broadened to include chapter members as another way to expand education and align the content specifically with the legal industry.
- B) Align educational content with the ALA's DEIA strategic direction and success indicators through regular review and updates.
- C) Provide chapters with the resources and tools they need to meet their DEIA goals for the ALA President's Award of Excellence by creating content and conducting how-to-sessions by the end of August 2023.
- D) Submit presentation proposals from the committee and speaker recommendations for presenting innovative ideas and perspectives around DEIA at the 2024 Chapter Leadership Institute and Annual Conference.
- E) Establish the committee as the go to resource for speaking recommendations by expanding the speaker list on DEIA topics.

2) Resources

- A) Update and refresh the 4 current educational presentations that we offer by April 2024: 1) You Belong Here: Creating an Inclusive Environment Where Everyone Belongs, 2) How to Stop Bullies in the Workplace, 3) Creating a Culturally Competent Law Firm, 4) 25 Diversity and Inclusion Tips
- B) Update and refresh the Diversity Toolkit by November 2023. It was created in 2015 and last reviewed in 2017.



- C) Complete the work that has been ongoing for the last 2 years focused on updating/refreshing the Diversity Mentoring Guide by November 2023.
- D) Complete the work that has been ongoing for creating a Diversity Pathways Guide that is focused on how to recruit and retain a diverse workforce and pipeline by February 2024.
- E) Continue to collaborate and provide resources to other ALA committees through the Partnership sub-committee.

3) Promotion

- A) Successfully transition the DEIA handles on various social media platforms over to ALA HQ by June 2023.
- B) Provide timely content around DEIA to ALA HQ staff to share on social media.
- C) Partner with ALA HQ staff to periodically review statistics around the DEIA social media channels to analyze engagement, impressions and reaches.
- D) Continue authoring a quarterly article on a DEIA topic for the Legal Management Magazine and for the DEIA spotlight on the DEIA page.
- E) Commit to having DEIA committee representation at all ALA National conferences.
- F) Actively promote the various resources available to members and chapters such as presentations, webinars, round tables, diversity calendar, tool kits, benchmarking guides, articles, books, videos, podcasts, white papers, reports, etc.

RESOURCES: Outline any resources needed (programs, staff support, budget, etc.) to complete the key outcomes described above.

- 1) Provide a list of which local chapters have a DEIA committee and the contact information for the chair of the committee. This would help promote collaboration between the national and local DEIA committees and ensure they are aware of resources available to them.
- 2) Request funding of \$1,000 for DEIA committee members to receive accreditation for DEIA certifications.
- 3) We are incredibly grateful for our current board and staff liaison for their support, guidance and assistance.
- 4) Budget request for the ability to have a credentialed DEIA individual review the refreshed content completed by the committee.
- 5) All National ALA Committees and HQ staff to participate in the DEIA annual training that is currently only provided to select volunteers.

Please indicate which other committees (if any) are working in areas closely aligned with the work of this committee, and thus requiring the coordination of work and/or resources.

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| <input type="checkbox"/> Certification Committee | <input type="checkbox"/> Standards Review Committee |
| <input type="checkbox"/> Diversity, Equity, Inclusion and Accessibility Committee | <input checked="" type="checkbox"/> Annual Conference & Expo Planning Committee |
| <input type="checkbox"/> Large Firm Administrators Caucus Steering Committee | <input checked="" type="checkbox"/> IP Conference for Legal Professionals Planning Committee |
| <input checked="" type="checkbox"/> Membership Development Committee | <input checked="" type="checkbox"/> Legal Management Fundamentals Planning Committee |
| <input type="checkbox"/> Product and Service Review Committee | <input checked="" type="checkbox"/> Executive Leadership Summit Planning Committee |
| <input checked="" type="checkbox"/> Professional Development Advisory Committee | |

Briefly outline existing collaboration efforts with other committees here, if any:



- 1) MDC - review and provide, on an annual basis, recommendations to support accessibility for attendees at Annual Conference.
- 2) Conference Planning Committees – participate and collaborate with the various committees on ways to promote DEIA at conferences, promote diverse speaker candidates, ensure accessibility options, etc.
- 3) CRT – collaborate to ensure members have equitable access to all of the resources available around DEIA and promote awareness of these resources.
- 4) PDAC – continue the collaboration between our two committees with sharing best practices, organization tools, promoting and sharing content, etc.

ALA is committed to inclusivity which, in part, includes continually acknowledging and addressing issues surrounding diversity, equity, inclusion and accessibility. Please outline the steps this committee is considering taking in the coming year to reinforce this commitment through its work.

To drive lasting change towards DEIA, the upcoming committee year proposes the following non-exhaustive list of actions to reinforce ALA's commitment to DEIA:

- 1) Reinforce a clear and public commitment to DEIA in all of the ALA's initiatives, policies and practices.
- 2) Provide ongoing resources for all members of the ALA on the importance of DEIA.
- 3) Provide resources and support to members of underrepresented groups to help them succeed and advance within ALA and the legal community.
- 4) Establish a system for reporting and addressing incidents of discrimination or bias within the National ALA, affiliated chapters and business partners to provide a safe space for concerns and align with current suggestions being presented by the DEIA committee to the membership.
- 5) Encourage members to actively participate in initiatives that advance DEIA.
- 6) Host an annual conference or series of events dedicated to advancing DEIA in the legal industry.
- 7) Partner with local organizations and business partners to host workshops and discussion sessions aimed at promoting DEIA in the legal industry.
- 8) Launch through the DEIA Committee or through an awards committee or board task force a DEIA award program to recognize organizations, business partners, and individuals who have made significant contributions to promoting DEIA in the legal industry. (email Holly from ALI – Judy asked me to send this)
- 9) Provide resources to ALA chapters for them to partner with their local law schools to promote DEIA in the legal profession.

Effective May 2023