



Diversity & Inclusion

Association of Legal Administrators



ALA DIVERSITY & INCLUSION SCORECARD

A ROADMAP TO CHANGE FOR ALA CHAPTER LEADERS

Last Updated: January 2017

Your connection
to knowledge, resources and networking



Diversity & Inclusion

Association of Legal Administrators

One of the essential skills of leadership is the ability to create an environment in which everyone who wants to succeed has the opportunity to do so. To realize your organization's diversity and inclusion goals and the Association's broader goal of creating a more diverse and inclusive profession, we have identified the following 26 best practices for ALA Chapters. Through implementation of these best practices, ALA Chapter leaders can find and eliminate organizational barriers and hidden biases that may limit the opportunity for diverse individuals, attorneys and staff to succeed in the legal community.

Review each best practice and identify those your chapter already does, as well as those that still can be pursued. Examples are provided, where available, for each best practice to show how it can be incorporated into a Chapter's operations. Learn more about ALA's Committee on Diversity & Inclusion, and find current diversity-related resources and articles, at www.alanet.org/about/diversity.

ALA Diversity & Inclusion Scorecard for Chapter Leaders

Updated January 2017

	Best Practice (Task/Responsibility)	Examples Where Available	Chapter Score Yes/No
1.	The Chapter president is actively involved in chapter diversity and inclusion strategy and initiatives.	Universities' Statements http://www.fresnostate.edu/president/pchre/	
2.	Leadership takes an active role in communicating to Chapter members about the commitment to diversity, the diversity strategy, and diversity initiatives.	ALA Maryland Chapter ALA MD Chapter Sample Board Agenda Starting a Chapter Diversity and Inclusion Committee - Step by Step	
3.	The Chapter has a Diversity & Inclusion Officer on the Executive Board.	ALA Puget Sound Chapter Puget Sound Chapter Testimonial Starting a Chapter Diversity Committee - Focus Areas	
4.	Leadership actively participates in diversity initiatives, such as attending a diversity-focused event.	Related Links: http://www.highroaders.com/docs/diversity.pdf	

		https://www.asaecenter.org/resources/topics/diversity-and-inclusion http://ccdi.ca/products/workplace-solutions/	
5.	The chapter includes diversity-related matters on the agendas at management/leadership meetings, meetings where managing partners/law firm leaders are present, and board retreats.	ALA Puget Sound Chapter PSALA 2014 Board Retreat Agenda PSALA June 2014 Board Agenda	
6.	The Chapter develops, communicates and implements a strategic management plan that incorporates diversity- and inclusion-related elements.	ALA Maryland Chapter ALA MD Chapter Diversity Statement Starting a Chapter Diversity and Inclusion Committee - Step by Step Starting a Chapter Diversity Committee - Focus Areas	
7.	The Chapter has a goal to include diverse members in its leadership and ensures that chapter members are welcoming and inclusive of all members throughout the chapter.	ALA Maryland Chapter ALA MD Chapter Diversity Statement	
8.	Chapter leadership engages in succession planning to ensure diverse members have equitable opportunities to lead.	http://www.saintleo.edu/media/493549/how_do_diversity_initiatives_impact_succession_planning.pdf	
9.	The Chapter observes Cultural Heritage Months and diversity-related milestones and events.	ALA Monthly Diversity Spotlights	
10.	At least once a year, the Chapter gives a report on its efforts toward creating a culture that fosters diversity & inclusion.	Related Links: http://www.wnj.com/WarnerNorcrossJudd/media/files/uploads/Documents/WNJ-DIAR-2012-020613-lowres.pdf http://www.haynesboone.com/firm/diversity Starting a Chapter Diversity Committee - Focus Areas	
11.	Communication from Chapter leadership supports diversity and inclusion internally and externally.	ALA Puget Sound Chapter http://www.psala.org/diversity-statement	
12.	The Chapter ensures that all of its social functions and forms of recognition of "life events" are inclusive of all committed relationships and family relations of its members.	ALA Maryland Chapter ALA MD Chapter Inclusive Language ALA Resource: Planning Inclusive Events	
13.	The Chapter conducts regular engagement surveys that include metrics on diversity and inclusion.	ALA Maryland Chapter ALA MD Chapter Member Engagement Survey	

14.	The Chapter includes diversity-related content in all of its orientation and onboarding programs and provides an overview of the chapter's diversity strategy and initiatives.	ALA New York City Chapter ALANYC New Member Meet and Greet	
15.	The Chapter sends a welcome letter from the Diversity Chair (or from the Chapter President, if the Chapter does not have such a position) to all new members welcoming them to the Chapter, emphasizing diversity's value in the Chapter, and outlining the goals and objectives.	ALA Maryland Chapter ALA New Member Letter Diversity Language	
16.	The Chapter has a formally stated policy of diversity and inclusion and/or mission statement that is posted on the chapter's website for member and non-member viewing.	ALA Puget Sound Chapter http://www.psala.org/diversity-statement http://www.psala.org/chapter-mission-a-goals http://www.psala.org/outreach	
17.	The Chapter delivers diversity-related programming on an annual basis.	ALA Headquarters Presentation ALA Diversity and Inclusion 60 Tips in 75 Minutes Starting a Chapter Diversity and Inclusion Committee - Step by Step	
18.	The Chapter has a member recruitment policy that focuses on its commitment to achieve and maintain a chapter that reflects the diversity of the community it serves.	Related Links: Best Recruiting Practices for Diversity 10 Tips for Hiring and Interviewing to Move Diversity Forward	
19.	The Chapter supports inclusion by establishing a process and policy to increase retention of diverse members on its Board.		
20.	The Chapter provides ongoing sensitivity and/or diversity and inclusion or "unconscious bias" training on an annual or semiannual basis for all members.	Related Links: https://www.youtube.com/watch?v=vbHkh_faQu8 Starting a Chapter Diversity and Inclusion Committee - Step by Step	
21.	The Chapter's diversity training and educational programs include content about multiple generations in the workplace.	Related Links: http://www.wmfc.org/uploads/GenerationalDifferencesChart.pdf http://www.slideshare.net/jamienotter/managing-generational-diversity-in-the-workplace-2013 http://www.thelearningcafe.net/downloads/The_Learning_Cafe_Study_0508_12.pdf https://commonsenseenterprises.net/manage-generational-differences/	

22.	The Chapter supports conferences or events relating to diversity and inclusion, including recruiting, retaining and mentoring a diverse workforce.	Related Links: http://www.jw.com/about/diversity http://www.kelloggdiversityandinclusion.com/en_US/home.html	
23.	The Chapter has a program that requires mentoring across differences (gender, race, ethnicity or sexual orientation) and has built in an effective accountability mechanism.	ALA Maryland Chapter ALA MD Chapter Mentor Program	
24.	The Chapter supports/is involved with minority bar associations or appropriate sections in local and state bar associations.	ALA Puget Sound Chapter "The Inclusion Paradox"	
25.	The Chapter supports opportunities for individuals who represent underserved or marginalized groups. This can be through internships or clerkships for high school and college students who are considering careers in the law or through formal minority summer associate programs for law school students.	Related Links: http://school.fultonschools.org/hs/westlake/Pages/StudentRecognition.aspx http://www.hartmansimons.com/2012/03/16/four-on-friday-helping-westlake-high-school/ http://cliayouth.org/law-leadership-academy/ Starting a Chapter Diversity Committee - Focus Areas	
26.	The Chapter has a policy of actively supporting/using small, local, and minority- and women-owned businesses, and measuring and tracking that use and support.	ALA Maryland Chapter Supporting and Using Diverse Suppliers	



Diversity & Inclusion Scorecard for ALA Chapter Leaders
Updated January 2017 - www.alanet.org/about/diversity