

Sample Diversity and Inclusion Discussion Agenda

Time	Agenda Item	Lead	Supporting Materials
5 minutes	Welcome, call meeting to order	Board Chair	
5 minutes	Introduction of new members, guests	Board Chair	Bios
10 minutes	<p>Introduction of discussion topic – Why Diversity and Inclusion are Important to XYZ Organization – and ground rules:</p> <ol style="list-style-type: none"> 1. Active participation that allows everyone a chance to contribute to the conversation 2. Create a safe environment for discussion and learning. 3. Treat as confidential any information that is shared. 4. Extend courtesy to others. 5. Listen without judging others. 6. Share challenges openly so that we can learn together and develop better ways of doing things. 7. Be present in the moment! 	Governance Committee Chair or Task Force Chair	
90 minutes	<p>Facilitated Discussion Points:</p> <ol style="list-style-type: none"> 1. How do we define diversity? 2. Why is diversity important to us? 3. Have we had an open discussion about changing demographics in our community and how it impacts our services, programs, and mission? 4. How might diversity and inclusion increase our ability to serve our mission? 5. What are the potential points of contention or resistance related to diversity? 6. Can our practices, traditions, or culture be perceived as biased or unwelcoming? 7. What, if anything, will we have to change in order to become more diverse and inclusive? 8. Is our chief executive committed to inclusiveness? If so, how has this been demonstrated? 9. Is the board committed to inclusiveness? If so, how has this been demonstrated? 10. As a board, what is our culture? 11. Are we welcoming to people with diverse backgrounds? 12. What are the elephants in the room? 	Governance Chair, Task Force Chair or Discussion Leader	<ul style="list-style-type: none"> • Staff demographics • Board demographics • Community demographics • Mission and values statements • Board Diversity in Action assessment results
5 minutes	<p>Next Steps</p> <ul style="list-style-type: none"> • Appoint taskforce • Notes to board on consensus points, unresolved issues 	Board Chair	
5 minutes	Adjourn	Board Chair	