FSAE Diversity, Equity & Inclusion Committee Toolkit
A work in progress

1. Getting Started

a. Definitions / What is DEI:

FSAE definitions of Diversity, Equity & Inclusion (DEI)
- **Diversity** includes, but is not limited to, age, gender, race, religion, ethnicity, disability, appearance, sexual orientation, gender identity, socioeconomic background, personality type and geographic location.
- **Equity** includes, but is not limited to, the fair treatment, inclusion, justice, access and opportunity for all.
- **Inclusion** ensures that differences are integrated throughout FSAE to create an experience that expands everyone's horizons and opportunities for engagement, learning and leadership.

    i. [Diversity & Inclusion Revolution](#) – Deloitte Review
    ii. [Nonprofits are Diversity Champions](#) – National Council of Non-Profits
    iii. [Diversity and Inclusion Initiative: A Step By Step Guide](#) – The NonProfit Center

b. Getting Leadership Buy-in
    i. [Educating Stakeholders on Diversity](#) – Center for Community Alternatives
    ii. [The Conversation Before the Diversity Conversation](#) – ASAE Associations Now

c. Marketing – show diversity in marketing photos/images so that people see people that look like them

d. Benchmark/Stats
    i. [National Association Diversity Survey](#)
    ii. [Florida Association Diversity Survey](#)

e. Workplace / Small Staff
    i. [Cultivating D&I in the Workplace Step by Step Guide](#) – Lever
    ii. [Guidance for Small Staffs](#) (pg 6) – Florida Diversity Survey

      iii.   [Perspectives on Diversity & Inclusion](#) – Jim Zaniello - FSAE Source Magazine Article

f. LGBTQ+   **Lesbian, Gay, Bisexual, Transgender, Queer**
      i.   [LGBTQ Terminology](#) – Out & Equal
      ii.   [20 Steps to an Out and Equal Workplace](#) – Out & Equal
      iii.   [Non-Binary (Transgender) Best Practices](#) – Out & Equal

g. What to Avoid
[Dos and Don'ts / Guidelines](#) – DI Toolkit - Brown University
[5 Reasons D I Programs Fail](#) - Forbes

What Leaders Need to Understand about Diversity
https://insights.som.yale.edu/insights/what-do-leaders-need-to-understand-about-diversity
The first thing is that the companies that do it most effectively don't have a separate program. What they do is integrate diversity into all of the processes of their organization. Diversity becomes a lens for looking at, identifying, developing, and advancing talent.

… Here's the key: If you want diversity of thought, you have to bring in people around you who have diverse experiences. Leaders need some degree of emotional intelligence to rise above our need to justify or validate ourselves, which is what happens when we seek people who are just like us in their thinking. And we need a certain amount of social competency to be able to engage people who do have differences of ideas and perspectives.

2. Leadership / Governance

a. Getting Board buy-in
[Why Diversity Matters](#) – Kelly Otte – FSAE Source Magazine article
[5 Questions to Get Boards Started](#) – Board Source

b. Diversity Governance –
[Associations 2024: The Next Generation](#) - Gabrielle Eckert, CAE / FSAE Think Tank White Paper
[Building a Diverse Board](#) – Gabrielle Eckert, CAE / FSAE Source Magazine article

c. Diversity Statement - Commitment / Policy (More than EOE)
[FSAE Governance Files](#)
Other SAE statements: [Associations North](#)
[Employee policy](#) / plan – US Nuclear Regulatory Commission
EOE= Equal Opportunity Employer

3. Membership Culture

a. Unconscious bias

[Quiz: Test Your Knowledge of Unconscious Bias](#) – FSAE Source Magazine article

[Unconscious Bias and Impacts on Leadership Decisions](#) - Shirley Davis- FSAE Source Magazine article

b. Inclusion – welcoming culture in membership

[Welcoming Environment Toolkit](#) and [Best Practices](#) - Association Forum
Inclusive Leadership [Article](#) and [Webinar](#) – Dr. Shirley Davis

c. Accessibility – coming soon

d. Recruiting diverse members – coming soon

4. Events – in-person inclusion and what that means

MSBA planning events – [part of MSBA Toolkit](#)
[3 Ways to Create a More Inclusive Event](#) - ASAE article

5. Next Steps

a. Continuing education – NCI micro-credential *coming soon*
b. Training staff and members / speakers
Previous FSAE Speakers:

- [Dr. Shirley Davis](#)
- [Gabriel Eckert, CAE](#)
- [Michelle Mason, CAE](#)
- Laura Osteen – [FSU Center for Leadership & Social Change](#)
- [James Pogue, Ph.D.](#) and [Jim Zaniello, FASAE](#)

6. Resources – surveys, white papers, other toolkits

a. [LGBTQ+ Out & Equal Workplace Toolkit & Guides](#)
b. [Personal Pronouns Resource](#)
c. [Diversity & Inclusion Resource Wiki](#) - Association of Chamber of Commerce Executives
d. [Associations North ToolKit](#)
e. [Association Forum ToolKit](#)
f. [ASAE Diversity & Inclusion Resources](#)
g. [Minnesota State Bar Assn Toolkit](#)