



**Promoting Diversity, Equity, and Inclusion across the organizational structure is a strategic priority of DFWAE. All volunteer leaders are encouraged to use this Quick Tips checklist to guide their efforts.**

Timeframe	DEI Consideration or Action
Before volunteer applications open	<ul style="list-style-type: none"><li>· DFWAE Board should remind volunteer chairs and vice chairs to start thinking about recruitment and succession planning for the group.</li><li>· Apply a DEI mindset to volunteer recruitment: What steps are you taking to cultivate future chairs and vice chairs among your current pool?</li></ul>
Before finalizing volunteer group descriptions	<ul style="list-style-type: none"><li>· Do you mention diversity, inclusion, or culture in your volunteer group description or is that an addition your group could draft?</li><li>· Is your DEI message distinct from an EEO /anti-discrimination statement?</li><li>· Does the message contain an explicit connection between DEI and the groups' purpose? That way, it's clear what DEI has to do with the job-to-be-done by the group.</li><li>· Is the placement of that DEI message toward the bottom of the page (think: "Other duties as assigned on a job description") thus sending an implicit message of level of importance?</li></ul>

Seeking new volunteers

· What steps are we taking to reach beyond who we already know? Did we place applications in accessible places to the audiences we're trying to attract? Is there anything we may be unintentionally communicating about your groups' openness to new and/or diverse groups of applicants? For example, when encouraging volunteers to reach beyond who they know, try to avoid saying, "but we want qualified applicants, too" as part of that message. It can feed into stereotypes.

Preparation for first face-to-face meeting

· Any accommodations needed for the meeting? Did the chair and vice chair discuss roles, responsibilities, and expectations for a successful face-to-face meeting? If the agenda includes an ice-breaker or intro exercises, are you prepared to facilitate discussions on identity? Assess and discuss your comfort levels with conflict, starting/transitioning conversations about diversity, identity, etc.

During first face-to-face group meeting

· Did the chair and vice chair personally welcome each member to the group? Notice if there is an "only" (e.g., woman, Gen Y, etc.) in the group. Notice if clusters start to form (e.g., gender, age, race, etc.) from the beginning. What else do you notice related to group dynamics and potential for facilitating a culture of inclusion? Are you using inappropriate humor (e.g. jokes about age vis-à-vis leadership decisions)? Are you distributing praise equally? For example, when the vice chair shares an idea and you give them praise for it, do you do the same when other people give ideas, even if you do not agree?

After first face-to-face group meeting

· Chair and vice chair informally check in with each other – did we fulfill roles, responsibilities, and expectations for an inclusive face-to-face meeting? What do we want to start, stop, and/or monitor in the future?

Throughout the year

- Reinforce the message and supporting behaviors that remind volunteers of DFWAE's commitment to DEI, and how that relates to them and their work on behalf of the organization.
- How will you support each other this year?