



MSBA Diversity and Inclusion Strategic Plan (July 2017 – June 2020)

Core Value
The MSBA recognizes diversity as a core value and defines it as “recognizing the power of diversity of persons, viewpoints, beliefs, and human understanding.”
Principal Goals
<ol style="list-style-type: none"> 1. Making the MSBA a model for diversity within all areas of the organization and 2. Supporting the work of Minnesota’s affinity bar associations.
Program Criteria
While this plan is in operation, all new diversity and inclusion initiatives will be assessed by determining whether they fit into this strategic plan and by considering which enumerated action items would have to be removed to create capacity to prioritize new initiatives.

Category 1: D & I Strategy and Business Case			
Focus Areas	Action Items	Responsible Party	Target Timeline and Measures
MSBA Mission, Vision, and Values	Review and propose revisions to MSBA’s Mission, Vision, and Values to ensure that they integrate diversity and inclusion at their core.	D & I Council	Fall 2017
Business case statement for MSBA	Develop business case statement	D & I Council	Fall 2017
	Publicize business case statement	D & I Director	Fall 2017 (ongoing)
Business case statements for different employment settings	In consultation with leading lawyers in each employment setting, develop a D & I business case for each of the following and compile quotes from leading attorneys in each area to illustrate the business case: <ul style="list-style-type: none"> • Private practice (large firm, medium firm, solo/small) • Legal aid • Corporate legal departments • Government (agency attorneys, public defenders/prosecutors) 	D & I Council	Year 2 (2018-2019)
	Revise MSBA’s D&I webpage to publicize content	D & I Director	Year 2 (2018-2019)
MSBA tagline incorporating D & I	Develop, propose, and publicize tagline	D & I Council	Complete (publicize on ongoing basis)

Ongoing support for D & I goals	Allocate resources during annual budgeting process to support D & I goals and approve unbudgeted funds on an as needed basis.	MSBA Council	Ongoing
	Expand MSBA's resource reach through partnerships and co-sponsorships outside the organization.	D & I Council and D & I Director	Ongoing
	Regularly review D & I strategy and business case in order to maintain focus on and commitment to D & I goals.	MSBA Council, D & I Council, and D & I Director	Ongoing (Annually)
Category 2: Leadership and Accountability			
Focus Areas	Action Items	Responsible Party	Target Timeline and Measures
MSBA Council	MSBA Council will consider impact on D & I goals when assessing proposals and considering new initiatives. For every MSBA Council agenda item, inquire: does it/should it impact the MSBA's D & I goals? This will help the Council to leverage opportunities for organizational success.	MSBA Council	Ongoing
	Include MSBA's D & I statement on the top of all MSBA Council agendas. (Use MSBA's D & I goals until D & I statement is adopted)	Assistant to the Executive Director	Ongoing
	Implement a buddy system pairing new Council members with experienced Council members to integrate them into the governing body.	Executive Director and MSBA Council	July/August (annually)
	Adopt an approach that allows for free-flowing Council discussion without permitting interruptions and which maximizes the participation of all Council members.	MSBA Officers	August (ongoing)
	Devise a system to ensure the MSBA Council will be represented at the annual events of Minnesota's affinity bar associations and community partners and use these opportunities to make a pitch for MSBA membership and leadership.	D & I Director and Assistant to the Executive Director	September (ongoing)
	Issue statements by the President as appropriate on behalf of MSBA in response to current events in order to support the rule of law, equal administration of justice for all, and diversity and inclusion in the legal profession.	MSBA Officers, Council or Assembly	Ongoing
	MSBA Assembly	D & I Council reports at quarterly Assembly meetings	D & I Council Chair(s)
Communication between Leadership Bodies	D & I Director and MSBA President attend D & I Council meetings (ex-officio seats on D & I Council)	MSBA President; D & I Director	Ongoing
	D & I Council provides ongoing consultation to D & I Director and MSBA Council on D & I matters.	D & I Council	Ongoing
Category 3: Increasing Diversity in Bar Leadership			

Focus Areas	Action Items	Responsible Party	Target Timeline and Measures
Succession planning	Each MSBA leader (Council members, Assembly members, Section chairs, and committee chairs) creates and implements a succession plan for their particular position with the goal of increasing historically underrepresented perspectives throughout MSBA leadership.	D & I Director; MSBA Council; MSBA Assembly; Section and Committee Chairs	Year 1 (2017-2018): MSBA Council members to implement plans Year 2 (2018-2019): all other MSBA leaders to implement plans
	Develop a one-page resource on integrating diversity into succession planning and distribute to bar leaders.	D & I Director	Fall 2017
Interrupting bias in elections/appointments	Develop a one-page “nudge” sheet to interrupt bias in elections/appointments and distribute to Elections and Appointments Committee and all appointing authorities.	D & I Director	Fall 2017
Recruiting diverse candidates for all appointments	Create a webpage within the MSBA website regarding MSBA’s commitment to diversity in elections/appointments	D & I Director and D & I Council	Content completed May 2017; create subpage within MSBA’s D & I Website (summer 2017)
	Create a series of two videos to demystify bar membership and access to leadership positions	Associate Executive Director	Year 1 (2017-2018)
	Representatives from the MSBA Council to attend affinity bar board meetings to answer questions about the leadership path within the MSBA	MSBA Council and the D & I Director	September 2017 (ongoing)
Tracking progress	Develop and implement a system to track diversity in candidates, nominations, and appointments	D & I Director; D & I Council; Elections and Appointments Committee	Year 2 (2018-2019): collect baseline data Year 3 (2019-2020): develop and implement tracking system

Category 4: Infrastructure and Implementation

Focus Areas	Action Items	Responsible Party	Target Timeline and Measures
Sections	Integrate D & I into annual section chair training	Director of Section Services and D & I Director	July (annually)
	Appoint D & I liaisons in each section whose charge is to lead their section’s diversity planning and implementation.	Section Councils; Section Staff; D & I Director	August workplan meetings (Annually)
	Host an annual training session for D & I liaisons and Section Chairs	D & I Director	December (annually)
	Serve as a resource to D & I liaisons as they plan and implement D & I	D & I Director	Ongoing
	Identify best practices and develop examples.	D & I Director and Sections Staff	Year 2 (2018-2019)
	Maintain listserv and online community for D & I liaisons	D & I Director	Ongoing

	Sections report to MSBA Council and D & I Council about D & I progress.	Section Councils; D & I Director	Ongoing (annually) <ul style="list-style-type: none"> Sections do this as a part of annual reports to MSBA Council; D & I Director will compile Sections D & I progress reports for D & I Council (from annual section reports to MSBA Council)
Committees	Communicate MSBA's commitment to D & I and distribute D & I resources (e.g. MSBA D & I Toolkit) to all Committee chairs	MSBA President; Committee staff liaisons; D & I Director	July (annually)
	Appoint D & I liaisons all committees whose charge is to lead their committee's diversity planning and implementation.	D & I Director; D & I Council; Committee Chairs	December 2017 (ongoing) (Already implemented by LAD, Human Rights, and Mock Trial)
	Include Committee Chairs and D & I liaisons (where applicable) in the annual D & I training for Section Chairs/D & I Liaisons	D & I Director	Annually
	Report to MSBA Council about D & I progress.	Committee Chairs	As a part of annual reports to MSBA Council
Members	Identify and recruit members interested in MSBA's D & I initiatives and find ways for them to become involved.	D & I Director and D & I Council	Ongoing
	Create and advertise micro-volunteer opportunities for MSBA members to support the MSBA's D & I initiatives.	D & I Director	Year 2 (2018-2019) (ongoing)
Category 5: Annual or Biennial Events			
Focus Areas	Action Items	Responsible Party	Target Timeline and Measures
Annual D & I Report	Produce short report including statistics, highlights, next steps (color, tri-fold, info-graphic filled with corresponding web content)	D & I Director	Completed in June (annually)
Annual MSBA D & I Leadership Lunch	Host leadership lunch to recognize and thank D & I liaisons and the D & I Council for their work. <ul style="list-style-type: none"> Profile case studies and champions Release Annual D & I Report 	D & I Director	June or July (annually)
Biennial D & I Conference	Organize conference every other year to focus on D & I in Minnesota's Legal Profession. (Identify topic, keynote, speakers)	D & I Council; D & I Director	Jan/Feb 2019

	Invite affinity bars and community partners (TCDIP, LCL, Infinity, FBA diversity committee, RCBA diversity committee, HCBA diversity committee) to co-sponsor.	D & I Council; D & I Director	Jan/Feb 2019
	Find ways to involve the courts and law schools.	D & I Council; D & I Director	
	Recruit law firms and corporate legal departments to sponsor at different levels.	D & I Council; D & I Director	Jan/Feb 2019
Category 6: Strengthen Community Partnerships			
Focus Areas	Action Items	Responsible Party	Target Timeline and Measures
Affinity Bar Associations and Community Partners (MBWLN, MAIBA, MMAA, MNAPABA, MABL, MLBA, SABA, MHBA, MWL, HABA, LCL, TCDIP, and the Infinity Project)	D & I Director acts as liaison with affinity bar associations and community partners and continuously identifies avenues for collaboration and supporting their work.	D & I Director	Ongoing
	Convene quarterly affinity bar presidents meetings to facilitate collaboration and to avoid repetitive efforts	D & I Director	Ongoing (quarterly)
	Host annual meeting between MSBA president-elect, MSBA D & I Council rep and affinity bar leaders who will overlap terms.	D & I Director and MSBA President-Elect	Ongoing (annually)
	Maintain affinity bar presidents listserv (including community partners)	D & I Director	Ongoing
	Encourage MSBA staff who are attorneys to join an affinity bar association.	D & I Director	Ongoing
	Provide representative of each affinity bar association administrator permission to post events on the MN Legal Events Calendar.	D & I Director and Mike Carlson	Ongoing
	Continually update affinity bar presidents' booklet to include information about current bar leaders	D & I Director	Ongoing
Law Schools	D & I Director acts as liaison with law school staff charged with diversity and inclusion initiatives and continuously identifies avenues for collaboration and ways to incorporate law student involvement throughout MSBA's D & I initiatives.	D & I Director	Ongoing
	Organize meetings with law student affinity groups at each law school in order to offer information and answer questions about accessing professional development and leadership roles throughout the MSBA.	D & I Director in conjunction with MSBA's law student initiative.	Year 3 (2019-2020)
District Bars	Periodically attend RCBA and HCBA diversity committee meetings to identify and pursue avenues for collaboration.	D & I Director	Ongoing (periodically)
	Offer opportunities for district bars to get involved with the MSBA's D & I work (invitations to D & I CLEs, invitations	D & I Director	Ongoing

	to participate in the affinity bar listserv, invitations to host remote sites for D & I related events)		
	Identify two district bars and seek out ways to collaborate with them with regard to diversity and inclusion in their geographic areas.	D & I Director	Year 3 (2019-2020)
Courts	Partner with affinity bar associations and community partners to advocate for diversity on the bench.	MSBA President	Ongoing
	MSBA representative serves on the Court's Committee on Equality and Justice	D & I Director or MSBA representative	Ongoing
Category 7: MSBA Staff			
Focus Areas	Action Items	Responsible Party	Target Timeline and Measures
Staff Recruitment	Implement the "2017 Strategic Plan to Integrate D & I into MSBA Staff Recruiting"	HR Manager	Ongoing
Building an inclusive workplace	Implement "Staff Plan: Building Inclusive Workplace"	D & I Director;	Ongoing
Making the MSBA and inclusive environment for all members	Implement "Staff Plan: Building inclusive MSBA"	D & I Director;	Ongoing
Confronting and interrupting personal bias	Supervisors encourage staff to take at least 1 free online implicit bias test (Project Implicit) every 6 months and without divulging results, discuss the experience in group meetings. Ask staff to review these strategies for confronting their own implicit biases after taking an implicit bias test.	MSBA staff with supervisory responsibilities; D & I Director; D & I Council	Ongoing
D & I training	Create D & I training opportunities for staff throughout the year. Record staff participation, hours, and collect feedback.	D & I Director; Staff Group Leaders	Ongoing
Accountability	Staff are evaluated annually based on the following competency: "Contributes to a positive and inclusive environment for all staff and members by striving to manage differences with skill and sensitivity, seeking out and valuing diverse ideas and differing points of view, and exhibiting respect for all."	MSBA staff with supervisory responsibilities	December (Annually)
Assessing progress and evaluating impact	Design annual survey to collect anonymous staff feedback about staff perceptions of D & I progress in the workplace and to collect ideas/concerns.	D & I Director	December (Annually)
Category 8: Demographic Data			
Focus Areas	Action Items	Responsible Party	Target Timeline and Measures
MSBA demographics	Work to increase members' demographic self-identification to better understand the make-up of our membership.	D & I Director; MSBA Council	Spring 2018 (Ongoing)

Attorney demographics in MN	Annually access and review Minnesota Supreme Court's demographic data to better understand our state's legal profession and to track progress and plan initiatives to further diversify our membership.	D & I Director; D & I Council	March (annually)
Category 9: Communication			
Focus Areas	Action Items	Responsible Party	Target Timeline and Measures
Author Recruitment	Increase diversity of authors across all subject matters throughout Bench and Bar Magazine and blogs.	Director of Publications; Publications Committee	Ongoing
Legal News Digest	Continue to include "Diversity and Inclusion" section profiling news related to D & I in the legal profession and include news that implicates D&I issues in the other sections as well.	Director of Publications	Ongoing
Website	Update and maintain MSBA's D & I webpages to communicate MSBA's commitment to D & I throughout the organization and to make content more accessible and easy to navigate.	D & I Director	Year 2 (2018-2019)
	Create a public blog within the private D & I Council online community that links to articles and offers substantive comment. (Recent content from this blog will be displayed via a widget on the MSBA diversity webpage.)	D & I Council	Year 2 (2018-2019)
	Create an RSS feed that links to D & I articles. Recent content from the RSS feed could be displayed via a widget on the MSBA diversity page.	D & I Council	Year 2 (2018-2019)
Social media	Reflect MSBA's commitment to D & I throughout MSBA's social media feeds.	D & I Director	Ongoing
	Support affinity bar events through social media channels by advertising events and initiatives.	D & I Director	Ongoing
Print/online materials containing imagery	Represent a diverse array of members in print and online materials	MSBA graphic designer, marketing staff	Ongoing