



Championing Justice, Equality, and Professionalism  
Our Diversity Enriches Us, Our Inclusion Empowers Us

## Minnesota State Bar Association

2016-2017

### Diversity and Inclusion Strategic Plan

The MSBA’s two principal goals in the area of diversity and inclusion are:

- (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.

Throughout the 2016-2017 bar year the MSBA will work to achieve these goals by focusing on the following initiatives (not listed in order of priority).

Action Item	Next Steps	Party/Parties Responsible for Ensuring Completion	Measures of Success
1. Develop and publicize an MSBA value proposition and business case(s) for D&I	Collect and review examples of business cases/value propositions for D & I from other organizations	D & I Council	Examples collected and reviewed
	Determine target audience for business case and value proposition (members, staff, leadership, legal profession)	D & I Council	Target audience identified
	Define D & I for MSBA; develop value proposition & business case	D & I Council	Value proposition and business case created
	Publicize work product to increase awareness of business case (create one-page document including value proposition, business case, definition of diversity and inclusion; post on MSBA website; place in staff handbook, Sections & Committee Council Handbook and in Annual Diversity Report	MSBA Staff	<ul style="list-style-type: none"> <li>• One-pager created</li> <li>• Value proposition and business case widely publicized</li> <li>• Survey created and conducted showing at least 25% MSBA members aware of value proposition/business case</li> </ul>

2. Provide annual and ongoing training to promote the creation of an inclusive environment and sustainable diversity within the MSBA	Collect feedback from staff, leaders, and community leaders who participated in June 2016 D & I training	D & I Director	Feedback collected
	Draw from feedback to create a plan and budget for ongoing D & I training opportunities for remainder of bar year. The focus will be internal, including leadership from district bars, sections, committees and possibly the Assembly.	D & I Director	Plan and budget created and approved by MSBA Council
	Implement plan and organize D & I training opportunities; collect feedback	D & I Director	D & I trainings held and feedback indicates participants found content and format to be effective and useful
3. Ensure ongoing support for D & I goals	Identify requisite forms of support in an ongoing capacity (staff time, direct expense budget, physical office space, resources for affinity bars, etc.)	D & I Council and D & I Director	<ul style="list-style-type: none"> <li>Budget(s) submitted and approved;</li> <li>Additional support obtained</li> </ul>
	Brainstorm how to obtain requisite support and execute plan (e.g. draft and propose budget to MSBA Council; seek partnership with/sponsorship from outside organization, etc.)	D & I Council and D & I Director	
	Review proposed budget and allocate resources during annual spring budgeting process and approve use of unbudgeted funds on as needed basis	MSBA Council	
4. Assist sections and committees to create inclusive environments and sustainable diversity	Develop a formal policy urging diversification of membership and leadership in all sections and committees.	D & I Director and Director of Sections	<ul style="list-style-type: none"> <li>Diversification policy developed and provided to section/committee chairs and diversity liaisons and integrated into Section and Committee Council</li> </ul>
	Create D & I toolkit to help sections and committees integrate D & I strategies into all initiatives	D & I Director	

	Integrate diversity into annual section chair/diversity liaison training	D & I Director and Director of Sections	<ul style="list-style-type: none"> <li>Handbook.</li> <li>Toolkit created and presented to Section Chairs and diversity liaisons during July training</li> <li>75% of active sections and committees completed D &amp; I questions</li> </ul>
	Develop D & I questions to be answered in MSBA section/committee annual reports to MSBA leadership	D & I Council; D & I Director; Director of Sections	
	Communicate requirement to sections/committees	D & I Council; MSBA Sections staff	
5. Increase diverse leadership (Assembly; Council; Section and Committee officers; Task Force leaders and members; and other outside appointments)	Develop a formal policy ensuring that diversity is considered in all appointments and communicate policy to MSBA appointing authorities	D & I Council; MSBA President; MSBA staff	<ul style="list-style-type: none"> <li>Policy communicated to MSBA leadership</li> <li>Bylaws and guidelines reviewed and recommended revisions offered and adopted</li> <li>Candidates identified and recruited;</li> <li>Baseline determined to track future progress (number of diverse candidates and number of diverse appointees counted)</li> <li>Tracking system created</li> </ul>
	Review bylaws and guidelines relative to diversity in appointments and elections process and offer recommendations if necessary	D & I Council;	
	Recruit and support diverse candidates for all appointments (including communication of opportunities and value of opportunities to affinity bars)	D & I Council; MSBA President and staff; Appointing authorities	
	Track diversity in candidates, nominations and appointments	D & I Director	
6. D&I Council regularly communicates with MSBA leadership and staff	D & I Council will send a representative to report at quarterly Assembly meetings (standing agenda item)	D & I Council co-chairs	<ul style="list-style-type: none"> <li>D &amp; I Council's updates presented at Assembly meetings</li> <li>D &amp; I Director and MSBA President attends D &amp; I Council meetings</li> <li>Consultation requested and provided</li> </ul>
	D & I Director and MSBA President attend D & I Council meetings (ex-officio seats on D & I Council)	D & I Director and MSBA President	
	D & I Council provides ongoing consultation to D & I Director, MSBA President/Council	D & I Council	

7. Strengthen partnerships with affinity bar associations (including MBWLN, MAIBA, MMAA, MNAPABA, MABL, MLBA, NASBA, MHBA, MWL, and HABA)	D & I Director will act as an MSBA liaison with Minnesota’s affinity bar associations. She will meet with affinity bar leadership on an ongoing basis and will convene affinity bar presidents’ meetings to facilitate collaboration with and between affinity bar associations to eliminate repetitive efforts and strengthen the MSBA’s impact.	D & I Director	<ul style="list-style-type: none"> <li>Quarterly meetings convened with affinity bar presidents</li> <li>At least one meeting between D &amp; I Director and each affinity bar president held annually</li> <li>Needs, interests, avenues for collaboration identified</li> <li>Annual meeting held between MSBA president-elect, D &amp; I Council rep, and affinity bar presidents</li> </ul>
	Hold an annual meeting between MSBA president-elect, MSBA D & I Council rep and affinity bar presidents/presidents-elect	MSBA President-elect; D & I Director	
8. Strengthen partnerships with district bar diversity committees, TCDIP, The Infinity Project, and other community partners focused on diversity and inclusion in the legal profession	D & I director serves as an MSBA liaison and will meet with groups on an ongoing basis to facilitate collaboration (in events, programming and goals) and to eliminate repetitive efforts and strengthen the MSBA’s impact.	D & I Director	<ul style="list-style-type: none"> <li>At least annual meetings held with community partners</li> <li>Needs, interests, avenues for collaboration identified</li> </ul>
9. Create a fact sheet of current minority bar leaders and their initiatives for the bar year	Work with the affinity bar leadership to create a fact sheet of current affinity bar leaders and their initiatives for the bar year	MSBA Communications staff and D & I Director	<ul style="list-style-type: none"> <li>Fact sheet created</li> <li>Fact sheet disseminated to MSBA Council, D &amp; I Council and internal bar leaders</li> </ul>
10. Streamline D & I content on MSBA website and update D & I content on MSBA website and social media as possible given other priorities	Revise MSBA diversity pages (including D & I Council page and diversity pages under the “About MSBA” tab) to make the information more accessible and easy to navigate.	D & I Director; intern	<ul style="list-style-type: none"> <li>Website revised and streamlined</li> <li>Website and social media updated at least monthly</li> </ul>
	Regularly update website and social media in the following areas: <ul style="list-style-type: none"> <li>Promotion of affinity bar programming, partnerships, activities, and opportunities;</li> <li>Advertise</li> </ul>	D & I Director; Communications Staff	

	<p>opportunities for diverse attorneys;</p> <ul style="list-style-type: none"> <li>• Advertise micro-volunteering opportunities to support MSBA's D &amp; I initiatives;</li> <li>• Create library of demographic data (internal and external, including NAP, ABA, affinity bars)</li> <li>• Create library of articles related to D &amp; I in the legal profession</li> <li>• Publicize D &amp; I Council messages, updates, initiatives</li> </ul>		
11. Draft and disseminate Annual Diversity Report	Draft Annual Report for prior Bar Year (2015-2016).	D & I Director	<ul style="list-style-type: none"> <li>• Report drafted and disseminated widely (in August).</li> <li>• Metrics for subsequent annual reports identified and requisite tracking systems constructed.</li> </ul>
	Design metrics for subsequent annual reports and create systems to collect and track information that will be reported	D & I Director	
12. Increase efficacy of MSBA member demographic data collection	Design a comprehensive marketing campaign to increase members' demographic self-identification and implement marketing strategies	D & I Director and Marketing Director	<ul style="list-style-type: none"> <li>• Marketing campaign implemented and 15% of active MSBA members have filled out at least one demographic data question.</li> <li>• Staff questionnaire designed and baseline demographic data for staff collected.</li> <li>• demographic data for staff collected.</li> <li>• Demographic composition of Council and</li> </ul>
	Design questionnaire for current staff and prospective staff for voluntary demographic data collection and track information	D & I Director and HR Director	
	Post demographic composition of Council and Officers online	D & I Director	
	Access and review Minnesota Supreme Court demographic data	MSBA Council	

			<p>Officers posted online.</p> <ul style="list-style-type: none"> <li>Obtained access to and reviewed Minnesota Supreme Court demographic data</li> </ul>
13. Integrate D & I into MSBA human resources initiatives to create an inclusive workplace environment and sustainable staff diversity	Craft and implement a commitment to diversity in all hiring practices statement and include this statement in the employee handbook and on job postings	D & I Director and HR Director	<ul style="list-style-type: none"> <li>Commitment to diversity in hiring practices statement included in employee handbook and on job postings</li> <li>D &amp; I recruitment plan implemented</li> <li>staff survey conducted</li> <li>self-reporting system in place to track voluntary participation in online implicit bias testing.</li> <li>Staff D &amp; I training opportunities created and staff training hours tracked</li> </ul>
	Create and implement plan to integrate D & I strategies into recruitment efforts (job descriptions, resume review, interviewing)	D & I Director and HR Director	
	Design and conduct annual survey to better understand staff perceptions of D & I progress in the workplace and to collect ideas and concerns anonymously	D & I Director and HR Director	
	Encourage MSBA staff to take at least 1 free online implicit bias test every 6 months (duration ~ 15 minutes) by asking supervisors to talk about value of implicit bias testing	D & I Director	
	Create D & I training opportunities for staff throughout the year, record staff participation hours, and collect feedback.	D & I Director	
14. Create D & I micro-volunteering opportunities for MSBA Members	Create and advertise opportunities for MSBA members to get involved in short-term projects in order to support the MSBA's D & I initiatives.	D & I Director	<ul style="list-style-type: none"> <li>Micro-volunteering opportunities created and advertised.</li> <li>Volunteers recruited and supported.</li> <li>Feedback from volunteers suggests projects afforded interesting and meaningful opportunities.</li> </ul>

15. Integrate D & I strategies into Law Student Initiative	D & I Director serves as an MSBA liaison to law student affinity groups and will meet with groups to learn about their initiatives and how the MSBA can support/collaborate with them and to tell them about the value of MSBA membership and encourage them to get involved	D & I Director and MSBA staff leading new lawyers initiative	<ul style="list-style-type: none"> <li>• Meetings held with law student affinity groups at least once each year and information learned integrated into New Lawyers Initiative</li> <li>• Meetings held with Law School diversity staff at least once each year and avenues for collaboration identified.</li> </ul>
	D & I Director will meet with the diversity point people at each of the local law schools to identify avenues for collaboration.	D & I Director	
16. Integrate D & I strategies into the mock trial program	Design and implement a plan to recruit more diverse attorneys to the Mock Trial Committee, to recruit more diverse attorneys to volunteer as coaches and judges and to increase the number of participating schools serving underrepresented student populations	D & I Director and Mock Trial Director	Plan implemented
17. Continue strategic planning process on ongoing basis	On a quarterly basis, review progress toward D & I goals and reflect on challenges in order to recalibrate goals and identify the most effective work plans	D & I Director; Associate Executive Director	Strategic plan reviewed and recalibrated at least quarterly.