

Forming Your Inclusiveness Committee

This worksheet was created by The Denver Foundation's Inclusiveness Project (www.nonprofitinclusiveness.org) to support organizations doing inclusiveness work.

Users are encouraged to customize the worksheet to meet the needs of their respective organizations.

Instructions

Complete this worksheet to determine who will serve on your Inclusiveness Committee.

- Your Inclusiveness Committee will have approximately five to fifteen staff and board members, and in some cases, key volunteers.
- Your committee should also be racially and ethnically diverse and, in most cases, should have people from different functional areas of the organization represented.
- It is preferable for the committee to include people in leadership/management positions as well as people in entry-level positions.

The executive director commits to participating in the inclusiveness initiative as:
(select one or both)

- A member of the Inclusiveness Committee
- The chairperson of the Inclusiveness Committee

The chairperson or co-chairpersons of the board of directors will support the inclusiveness initiative by: (select one or more)

- Serving on the Inclusiveness Committee
- Chairing the Inclusiveness Committee
- Providing his/her explicit support for the inclusiveness initiative

Other members of the board serving on the Inclusiveness Committee include the following. Board members may be nominated by a committee or may be invited to participate by the executive director or board chair. (Select two to four board members.)

Name	Ethnicity	Gender	Position within organization

Senior staff members serving on the committee will include: (select the number of senior staff appropriate for your organization)

Name	Ethnicity	Gender	Position within organization

Other staff serving on the committee will include: (select as many as are appropriate)

Name	Ethnicity	Gender	Position within organization

Volunteers serving on the committee will include: (select one or two, if appropriate)

Name	Ethnicity	Gender	Position within organization

The Chairperson of the Inclusiveness Committee will be:

The complete roster of Inclusiveness Committee members:

Name	Name

Name of Organization _____

Date Worksheet Completed _____