

## BOARD DIVERSITY: SUGGESTED ASSESSMENT TEMPLATE

For each of the statements in the assessment, choose the answer that best describes your organization at the current time. Please answer all the questions. If a question does not apply to you, please select N/A. There is space provided at the end of each question to write down positive progress as well as additional steps your organization might take to move towards cultural competency.

Y - Yes; N - No; IP - In Progress; N/A - Not Applicable

1. What is your role in the organization?

- a. Board Chair/President
- b. Board Vice-Chair/Vice-President
- c. Director
- d. Treasurer
- e. Secretary
- f. Executive Director
- g. Staff
- h. Other

2. How long have you worked (paid and/or unpaid) with the organization?

- a. <1 year
- b. 1-5 years
- c. 5-10 years
- d. >10 years
- e. Other

3. Which ethno-racial/cultural group do you identify with?

- a. Racialized/Visible Minority
- b. Aboriginal
- c. Caucasian
- d. Multiple Identity
- e. Other

Organizational Culture:

4. The organization acknowledges and respects the right of an individual to his or her cultural customs, beliefs and practices.

Y N IP N/A

Positive Progress/Additional Steps:

5. The organization affirms that an individual's culture is an integral part of the physical, emotional, intellectual, spiritual and overall well being of that individual.

Y N IP N/A

Positive Progress/Additional Steps:

6. The organization is responsive to issues of cultural diversity, and designs programs and services that reflect its client populations.

Y N IP N/A

Positive Progress/Additional Steps:

7. The organization considers cultural factors (language, race, ethnicity, customs, family structure, and community dynamics) in developing its management and service delivery strategies.

Y N IP N/A

Positive Progress/Additional Steps:

8. The organization respects the diversity and rights of their clients.

Y N IP N/A

Positive Progress/Additional Steps:

9. The organization respects the diversity and rights of their staff and volunteers.

Y N IP N/A

Positive Progress/Additional Steps:

10. The organization incorporates the principles of equality, freedom from discrimination, and access to participation outlined in the Canadian Charter of Human Rights and Freedoms, Canadian Multiculturalism Act and the Ontario Human Rights Code into its management and service delivery strategies.

Y N IP N/A

Positive Progress/Additional Steps:

11. The organization provides a welcoming environment for new Canadians, Aboriginals, and visible minority clients.

Y N IP N/A

Positive Progress/Additional Steps:

12. Individuals from ethno-racial/cultural communities participate in the decision-making process in the organization.

Y N IP N/A

Positive Progress/Additional Steps:

Document Checklist:

13. The process of developing and reviewing the mission and vision statements include input or participation from staff and people from outside the organization.

Y N IP N/A

Positive Progress/Additional Steps:

14. The mission, vision, and policy statements specifically refer to services to racially and culturally diverse people.

Y N IP N/A

Positive Progress/Additional Steps:

15. The policy and procedure manual specifically refers to services to racially and culturally diverse people.

Y N IP N/A

Positive Progress/Additional Steps:

16. The organizational statements and documents have been communicated to the ethno-racial/cultural population or are readily available to them.

Y N IP N/A

Positive Progress/Additional Steps:

17. The language in the organizational statements and documents acknowledge the ethno-racial/cultural diversity of the community (service and geographical targets), board and staff.

Y N IP N/A

Positive Progress/Additional Steps:

Governance – Mission Statement:

18. The mission statement reflects the organization's commitment to serve racially/culturally diverse people competently.

Y N IP N/A

Positive Progress/Additional Steps:

Governance – Selecting New Board Members:

19. The organization identifies barriers that may prevent culturally diverse groups from becoming board members and/or accessing its services.

Y N IP N/A

Positive Progress/Additional Steps:

20. In selecting new members, the board of directors considers representatives from the ethno-racial/cultural community to ensure that the board membership reflects racial/cultural diversity in the community.

Y N IP N/A

Positive Progress/Additional Steps:

21. The board of directors consults individuals, groups or organizations that represent culturally diverse people in the board recruitment process.

Y N IP N/A

Positive Progress/Additional Steps:

Governance – Board Orientation:

22. New members of the board of directors receive an orientation to the mission, vision and policy statements, organizational goals and board functions and responsibilities with respect to cultural competency.

Y N IP N/A

Positive Progress/Additional Steps:

23. New members of the board of directors receive materials that provide a review of statistical data and client service information pertaining to cultural diversity in the organization as well as in the community.

Y N IP N/A

Positive Progress/Additional Steps:

Governance – Board Training:

24. All members of the board of directors have access to training activities in the organization that focus on issues relating to cultural competency.

Y N IP N/A

Positive Progress/Additional Steps:

Governance – Evaluating Board Members:

25. Board members are accountable for providing leadership in helping the organization fulfill its mission and goals relating to cultural competency.

Y N IP N/A

Positive Progress/Additional Steps:

26. Board members are evaluated on, among other skills, their knowledge and skills pertaining to cultural competency.

Y N IP N/A

Positive Progress/Additional Steps:

Governance – Selecting and Evaluating an Executive Director:

27. The board of directors selects a new Executive Director from a field of candidates with the requisite knowledge and experience in managing a culturally diverse workforce.

Y N IP N/A

Positive Progress/Additional Steps:

28. The board of directors regularly evaluates the Executive Director's leadership in helping the agency achieve its goals for cultural competency.

Y N IP N/A

Positive Progress/Additional Steps:

29. The committees' membership reflects cultural diversity in terms of race, ethnicity, language, nationality and religion in the community and among clients.

Y N IP N/A

Positive Progress/Additional Steps:

30. The committees collect, analyze and incorporate culturally specific data\* (demographic and statistical information) in their planning process.

Y N IP N/A

Positive Progress/Additional Steps:

31. The committees develop goals and objectives for allocating resources and delivering services in a manner that addresses the needs of culturally diverse populations.

Y N IP N/A

Positive Progress/Additional Steps:

32. The committees educate culturally diverse businesses, religious groups and other cultural organizations about the organization and seek donations from such groups.

Y N IP N/A

Positive Progress/Additional Steps:

33. The committees advertise their fundraising activities in ethnocultural media, as well as through community information networks and organizations representing culturally diverse people.

Y N IP N/A

Positive Progress/Additional Steps:

Policy - Development:

34. The policy development group is composed of community members, staff of all levels, board members, volunteers and clients who are knowledgeable about cultural diversity issues.

Y N IP N/A

Positive Progress/Additional Steps:

35. The policy development group reviews policy positions held by cultural advocacy groups and incorporates those that are appropriate into its policy development process.

Y N IP N/A

Positive Progress/Additional Steps:

36. Policies and procedures are developed through consultation with and input from staff, board, and others who reflect the cultural make-up of the client population.

Y N IP N/A

Positive Progress/Additional Steps:

37. Policies promote a range of culturally appropriate service delivery models.

Y N IP N/A

Positive Progress/Additional Steps:

Policy – Content:

38. The organization has policies that incorporate goals of eliminating barriers of accessibility to services and which have been implemented.

Y N IP N/A

Positive Progress/Additional Steps:

39. The organization has a policy on multiculturalism that extends to clients and which has been implemented.

Y N IP N/A

Positive Progress/Additional Steps:

40. The organization has a policy on discrimination that extends to clients and which has been implemented.

Y N IP N/A

Positive Progress/Additional Steps:

41. The messages, examples, language and symbols used in the communication of policies are culturally appropriate.

Y N IP N/A

Positive Progress/Additional Steps:

42. The procedures/guidelines and by-laws mandate that the organization establishes a proactive and purposeful program to recruit volunteers from culturally diverse communities.

Y N IP N/A

Positive Progress/Additional Steps:

43. The procedures/guidelines and by-laws mandate that the organization advertises board opportunities in ethnocultural media, and through community information networks or organizations representing culturally diverse people.

Y N IP N/A

Positive Progress/Additional Steps:

44. The procedures/guidelines and by-laws mandate that the organization has a clear statement against culturally biased language, behaviours or practices.

Y N IP N/A

Positive Progress/Additional Steps:

45. The procedures/guidelines and by-laws mandate that the organization provides the board, staff and volunteers with training to continually examine their own cultural beliefs and attitudes, to respect culturally diverse values, and to understand dynamics involved in cultural diversity and interaction.

Y N I P N/A

Positive Progress/Additional Steps: