

Policy Action Plan

1. **Identify stakeholder groups and organizations that focus on diversity, equity, and inclusion work within your community:** These organizations will be able to provide structure and direction for the work that must be completed to create equitable and inclusive policy changes. This step is essential as you do not want to undermine the work being done by leaders from marginalized groups by bypassing them.
OR
If you do not identify any such organizations or groups, form a workgroup: The workgroup will focus on creating or removing policies to make your organization/community more inclusive and equitable. This group should be led by individuals from the marginalized group you are advocating for.
2. **Identify biased policies and gaps in policies that impact the marginalized group that you are working for:** Utilize the stakeholder groups and organizations you identify in the first step or the workgroup you create for this process.
3. **Develop a working plan to create new policies to fill the gaps or dismantle the biased policies identified:** The working plan should consist of the following-
 - a. Who your policy change impacts and the need for your policy change (this will set the foundation for your project).
 - b. The membership of your team (it is essential that this group is primarily occupied by people from the group you are advocating for).
 - c. The roles and responsibilities of each member in your team (assign their roles based on the strengths of your team and reach out to other individuals to fill the roles that you do not have existing membership for). Some recommended positions on your team are:
 - Executive Director/Chair: This individual will coordinate the efforts of the team and run the meetings.
 - Financial Director/Treasurer: This individual will handle the finances of the team.
 - Executive Assistant/Secretary: This individual will keep records, take minutes, handle correspondence, and assist with the clerical needs of the team.
 - Legislative Director: This individual will author the policy change.
 - Marketing Director/Public Relations Chair: This individual will promote the work being done by your team to garner support and interest.
 - Lobbying Director/Legislative Liaison: This individual will secure the support of the voting members of the entity that will need to approve your policy change.
 - It is usually most effective when these directors/positions have committees to work with.

- d. The financial resources available to you and a detailed budget on how you plan to utilize your funds (look into grants and fundraising).
- e. A list of intermediate outcomes that you can achieve in the process of accomplishing your goal (these would be minor victories for the group that you are advocating for that arise from the work you are doing).
- f. A list of the end outcomes that will result from your policy change (based on the first point in this work plan).
- g. The process you have to go through to achieve your goal and the individuals that are involved in the process (i.e. the process that is utilized by the legislative or administrative body that will need to approve your policy to enact it and the members of the body).
- h. A proposed timeline with steps to achieve your goal (small achievable goals with projected completion dates).
- i. The process to create a draft of the new policy you want to put in place (wording and layout).
- j. The review process of the draft completed by a panel of individuals from the affected group.
- k. The lobbying efforts required to have your policy change approved (social media strategy, calls and letters to members of the voting body, petitions).
- l. Plan to introduce the policy for approval (who will need to introduce it, who will be able to defend the policy, how many votes do you require, and what is the appeal process if it does not pass).
- m. Communication strategy for the success or failure of the policy.
- n. Potential next steps if the plan passes or fails.

4. Execute the working plan.

Note: For your policy to be most effective utilize evidence-based policy recommendations.