

## IPMA Diversity and Inclusion Advisory Board

### Final Report to Board of Directors

#### 1. Creation of the Advisory Board

##### Purpose

In response to the racially charged events/protests in the United States in the Summer of 2020, the IPMA Board of Directors established an Advisory Board to focus on diversity and inclusion related topics and asked the Advisory Board to make recommendations to the Board of Directors on how to frame this important conversation within our organization.

The Board also approved the following Diversity Statement:

*We celebrate our diversity and understand that to be silent is to be complicit. We are an organization who puts people first. We will continue to come together - to listen, learn and act in support of our communities against racism and for human rights*

##### Founding Members

Sybil Taylor Aytch, Co-Chair

Tara Kim Eberhart, Co-Chair/Board of Directors Liaison

Eileen Hanley

Carlson Floy

Angela Monroe

Jane Anne Gross

#### 2. Defining Diversity and Inclusion within IPMA

At the request of the D&I Advisory Board, the IPMA Board of Directors dedicated a significant portion of this year's two day Strategic Planning session held on March 5<sup>th</sup> and 6<sup>th</sup> to reexamining our purpose as an association and asking:

- Who do we serve?
- Where do we serve them?
- With what intended effect and
- What is the future of the IPMA?

As a result, the Board of Directors updated and passed a new Mission statement and clarified our target membership for the association. The goal is to embrace the broader category of "Practice Management" while not alienating our core Paralegal Management members.

### **3. Mission and Target Membership of IPMA**

#### IPMA Mission Statement

*The International Practice Management Association (IPMA) is the primary source of information and education for managers in law firms, corporations, and law departments. We provide an inclusive community that promotes and enhances the proficiency and professionalism of our members. We deliver practical resources and cutting-edge solutions on the value and management of professionals in the legal environment.*

### **4. Initial Recommendations from the Advisory Board**

#### Transition Advisory Board into a Standing Committee

All members of the current D&I Advisory Board should be founding members of the Committee to provide continuity but more members should be asked/encouraged to join. The committee should be comprised of IPMA members from all regions of the U.S. and Canada and consist of regular and associate members.

The Diversity and Inclusion Committee should:

- Be tasked with outlining diversity and inclusion goals with definitive and actionable steps for achievement for the association;
- Support the IPMA Board in developing strategies and policies that support inclusive and equitable engagement from all members;
- Be tasked with reviewing IPMA-related documents, including RFPs, to mitigate against potential barriers to inclusion; and
- Serve as a resource for reference materials related to diversity and inclusion matters. •

The new standing committee should focus on

- Encouraging outreach to expand diverse membership and active engagement/inclusion of diverse members in IPMA;
- Identifying speakers and resources for IPMA members to promote diversity related topics/conversations, hiring practices and mentorship;
- Leadership development and mentorship initiatives to create opportunities for potential new managers and leaders and
- Actively promoting diversity at all levels of IPMA organizational leadership.

Diversity and Inclusion Committee should be tasked with having a representative/liaison on other key committees such as Membership, Awards and Recognition and Nominations;

Diversity and Inclusion Committee should be tasked with coordinating at least one Diversity and Inclusion focused training for incoming/current members of the Board of Directors, Chapter Chairs, Committee Chairs, Affinity Group Chairs and anyone else in a leadership or association wide position with IPMA;

IPMA Board should always have at least one member designated as the Board liaison for the Diversity and Inclusion Committee to support the Committee's efforts and serve as a formal connection between the committee and the Board of Directors.

## **5. Resources and References**

All materials generated/referenced by the D&I Advisory Board should be posted to the IPMA D&I Advisory Board page on the IPMA website and maintained for the benefit of the association.

## **6. Proposed Timeline/Next Steps**

May 19 <sup>th</sup>	TKE to Present D&I Advisory Board Final Recommendations to Board of Directors
May 26 <sup>th</sup>	D&I Moment - One Year Anniversary of George Floyd/Announcement of D&I Committee
Early June	Work with Communication Committee/Headquarters on Announcement of new D&I Committee, call for members and publicize 1 <sup>st</sup> meeting
June	Hold 1 <sup>st</sup> D&I Committee Meeting