

PHILADELPHIA BAR ASSOCIATION

Diversity and Inclusion Action Plan

The purpose of this Diversity and Inclusion Action Plan is to set forth goals, metrics and reporting mechanisms to ensure the Association fulfills its commitment to advancing diversity and inclusion in the legal profession, pursuant to the Statement of Diversity and Inclusion Principles adopted by the Board of Governors on September 22, 2014.¹

Diversity is a broad concept that includes race, ethnicity, gender, religion, age, disability, sexual orientation and gender identity, marital status, veteran status, parental status, socioeconomic status and our unique attributes, and *inclusion*, the harnessing of our diversity so that everyone is valued and has the opportunity to fully participate and succeed in the profession.

Bar Leaders' Goals and Reporting

Association Leadership

Diversity and inclusion are core values of the Association as illustrated by the Statement of Diversity and Inclusion Principles and the Bylaws designating the Chancellor's diversity appointments to the Board of Governors.² All Association leaders are expected to promote diversity and inclusion in the profession as set forth in the Statement of Diversity and Inclusion Principles and in this Diversity and Inclusion Action Plan.

The Association shall disseminate this Diversity and Inclusion Action Plan within the Association and make it publicly available. The Association shall, at least on an annual basis, review and evaluate its progress in achieving its diversity and inclusion goals, while respecting privacy interests, by monitoring and tracking the demographics of its leadership, speakers and presenters, as well as the diversity and inclusion focus of its publications and programming. The Association shall track and report the completion of the Individual Diversity and Inclusion Action Plan Checklists by its Board members and other Bar Leaders.³

¹ "The Philadelphia Bar Association is committed to advancing diversity and inclusion in the profession, so that all members of the bar can fully participate in all aspects of the profession."

² See Association Bylaws Sections 208 (A) and (C), designating two diversity appointments to the Board of Governors by the Chancellor each year.

³ The Individual Diversity and Inclusion Action Plan Checklist is incorporated by reference.

The Cabinet-level Diversity Chair shall provide the Chancellor and Board of Governors with an annual written report on diversity and inclusion metrics as soon as practicable at a Board Meeting following the reporting year.

Board of Governors

- Each Board member is expected, on an annual basis, to complete an Individual Diversity and Inclusion Action Plan Checklist.
- The Chancellor and/or his or her designee shall monitor and track the number of Board Resolutions whose purpose and/or effect is related to advancing diversity and inclusion in the legal profession.
- The Chancellor and/or his or her designee shall monitor and track the number of Divisions, Sections and Committees with a diversity action plan, diversity committee, diversity scholarship or diversity award.

Division, Sections and Committees

- Each Division, Section and Committee is encouraged to:
 - Adopt a diversity and inclusion plan that is consistent with the objectives of this Diversity and Inclusion Action Plan or to review and appropriately modify its existing diversity plan to reflect consistency with this Plan.
 - Complete a Diversity and Inclusion Action Plan Checklist.
 - Monitor and track the number of women and diverse people who participate in its respective programs and events as speakers, moderators and panelists.⁴
 - Monitor and track the number of its training and education programs that address diversity and inclusion issues, whether as a sole focus or as an integrated part of the curriculum or agenda.

⁴ The Association will not track programs offered through the Pennsylvania Bar Institute unless programs are developed by the Association.

Chancellor Appointments to the Board, Cabinet and Task Forces

- Each Chancellor appointee is expected to complete, on an annual basis, an Individual Diversity and Inclusion Action Plan Checklist.

Candidates for Elected Office

- Consistent with the Association's Bylaws, the Bar Election Committee shall encourage diverse candidates to run for elected office in the Association. The Chair of the Bar Election Committee will monitor and track the demographics of the candidates for elected office and report them to the Chancellor and/or his or her designee.

Association Goals and Reporting

The Executive Director and/or his or her designee shall be responsible for the following actions:

- Develop and implement a diversity and inclusion action plan for the Association's staff that is consistent with the Association's Diversity and Inclusion Action Plan.
- Monitor and track the number of columns and articles with a diversity and inclusion focus in the Association's publications and on the Association's website (including social media).
- Monitor and track the number of women and diverse people depicted in publications, marketing materials, other communications and on the Association's website (including social media).
- Monitor, track and report the number of women and diverse people who participate in Association programs and events as speakers, moderators and panelists
- Monitor and track the demographics of current staff and interviewees for employment on a voluntary basis.

Outreach and External Goals and Reporting

Strengthen Relationships with Affinity Bar Associations, Diversity Organizations, Members and Other Entities

- The Association shall publicize diversity events, programs and announcements in the Bar Reporter, Bar Reporter Online, and YLD EZine and by other appropriate means (including social media) to the greatest extent possible.
- The Association shall collaborate, support and partner with affinity bar associations⁵ on programs and events.
- The Association shall maintain visibility at diversity and inclusion conferences by having Bar Leaders serve as speakers and sponsors and attend the conferences to the greatest extent possible.
- The Association shall collaborate, support and partner with national diversity and inclusion organizations on programs and events.
- The Association shall consider diversity and inclusion in assembling speakers and discussion topics for programs and conferences sponsored by the Association, including the Bar Leaders Retreat, Bench-Bar Conference, Quarterly Meetings, Annual Meeting, Chancellor's Forums, CLE presentations and other opportunities for membership engagement.
- The Association shall choose meeting and conference venues with consideration for handicapped access and non-discrimination policies for places of public accommodation.
- The Association shall include in the Association's Internet presence an emphasis on diversity and inclusion.
- The Association shall continue to provide assistance to the membership, including law firms, corporate law departments, governmental and public interest entities, who seek

⁵ For example, the Asian Pacific American Bar Association of Pennsylvania, The Barristers' Association of Philadelphia, Gay and Lesbian Lawyers of Philadelphia, Hispanic Bar Association of Pennsylvania, National Bar Association – Women Lawyers Division, and South Asian Bar Association of Philadelphia.

to promote diversity and inclusion and in their recruitment, retention and promotion processes.

Supplier/Vendor Diversity and Inclusion Program

The Association is committed to increasing diversity and inclusion in all aspects of its operations, including its supplier/vendor relationships.⁶ It is committed to identifying and utilizing diverse vendors that can add value to our supply chain to increase value to our membership.

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BOARD OF GOVERNORS

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⁶ A non-exhaustive list of vendor categories include catering, communications and marketing services, office services and equipment, messenger services, technology services, travel and accounting services.