

## **New Jersey State Bar Association**

### **Diversity and Inclusion Action Plan**

The purpose of this Diversity Action Plan is to set forth realistic goals, metrics and reporting mechanisms to ensure that the NJSBA fulfills its commitment to advancing diversity and inclusion internally as set forth in its Statement of Diversity and Inclusion as well as in the Bylaws.<sup>1</sup> NJSBA leaders are expected to promote diversity and inclusion within the Association as well as in the profession.

The NJSBA Executive Committee shall distribute this Diversity and Inclusion Action Plan to the NJSBA leadership and make it available on the NJSBA website. The NJSBA shall annually review and evaluate its progress in achieving increasing diversity by monitoring and tracking the participation of diverse attorneys in its leadership, the selection of CLE speakers and collaboration with the New Jersey diversity bar organizations. This includes reviewing the number of articles published in the New Jersey Law Journal and other NJSBA newsletters/publications by individuals of diverse backgrounds and/or addressing diversity and inclusion subject matters. The NJSBA shall also encourage the active participation of Bar Leadership in its efforts to promote diversity and inclusion.

#### ***Board of Trustees***

- Each Board member is encouraged, on an annual basis, to complete an Individual Diversity Action Plan Checklist.
- The NJSBA Board of Trustees President or her/his designee shall monitor and track the number of Board Resolutions whose purpose and/or effect is related to advancing diversity in the legal profession.
- The NJSBA Board of Trustees President shall monitor and track the number of Divisions, Sections and Committees that have diversity action plans and/or other developed diversity initiatives.

#### ***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
- Complete an Individual Diversity and Inclusion Action Plan Checklist.
- Monitor and track the number of diverse individuals that participate in its respective programs and events as speakers, moderators and panelists.

<sup>1</sup> See Association Bylaws Art. III, Section 8(f) designating that every At-Large Trustee shall be elected from, among and by the general members of the Association to represent segments of the membership not adequately represented on the Board of Trustees.

- 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 their meeting agenda and/or CLE programs.
- Seek out diverse presenters in the Division/Sections/Committees to participate in CLE programs or other bar-related event including Mid-Year and Annual Meetings.

### ***NJSBA Goals and Reporting***

The NJSBA Director of Diversity Initiatives shall be responsible for the following actions:

- Develop and implement a diversity and inclusion action plan for the NJSBA staff that is consistent with the NJSBA Diversity and Inclusion Action Plan.
- Develop a quarterly newsletter on topics relating to diversity and inclusion and encourage article submissions from the entire bar.
- Monitor and track the number of columns and articles with a diversity and inclusion focus in the NJSBA's publications including on the NJSBA website.
- Monitor, track and report the number of diverse individuals who participate in NJSBA programs and events as speakers, moderators and panelists.

### ***External Diversity Initiatives***

- The NJSBA shall publicize diversity events, programs and announcements relating to diverse bars in the *New Jersey Lawyer* and newspapers (including social media) to the greatest extent possible.
- The NJSBA shall continue to outreach, collaborate, support and partner with diverse bar associations on programs and events.
- The NJSBA shall maintain visibility at diversity and inclusion conferences by having members and Bar Leaders of diverse backgrounds attend and serve as speakers at such conferences, and by sponsoring or supporting such conferences to the greatest extent possible.
- The NJSBA shall consider diversity and inclusion in assembling speakers and discussion topics for programs and conferences sponsored by the NJSBA, including CLE presentations and other member events.

- The NJSBA shall seek to increase the recruitment, hiring and retention of diverse attorneys of diverse backgrounds at New Jersey law firms, state government and corporations.
- The NJSBA shall include in the NJSBA's Internet presence an emphasis on diversity and inclusion.
- The NJSBA shall continue to provide assistance to the membership, including law firms, corporate law departments, governmental and public interest entities, who seek to promote diversity and inclusion in their recruitment, retention and promotion processes.
- The NJSBA shall support pipeline programs which serve to mentor and encourage students of diverse backgrounds to consider entering the legal profession.
- Maintain a non-exhaustive list of diverse vendors including but not limited to catering, awards, travel, entertainment, videographers etc.



## NEW JERSEY STATE BAR ASSOCIATION

### Individual Diversity and Inclusion Action Plan Checklist

The New Jersey State Bar Association (“NJSBA”) is committed to advancing diversity and inclusion in the legal profession, so that all members of the Bar can fully participate in all aspects of the profession. The broad concept of diversity includes race, ethnicity, gender, religion, age, disability, sexual orientation and gender identity.

**All NJSBA leaders are expected to actively participate in the NJSBA’s efforts to promote diversity and inclusion. Below are examples of the sorts of activities which you may undertake in this regard. Additionally, should you have any proposals for how the NJSBA can better improve its diversity and inclusion objectives, please feel free to discuss same with Paula Saha, Director of Diversity, Inclusion and Community Engagement.**

\_\_\_\_\_ Develop a mentoring relationship with an attorney, law school graduate or law student of a diverse background.

\_\_\_\_\_ Mentor a high school, college student or paralegal interested in pursuing a career in law.

\_\_\_\_\_ Invite a diverse attorney to an NJSBA program and/or Section event and introduce them to your colleagues.

\_\_\_\_\_ Speak with a diverse attorney about the benefits of NJSBA membership.

\_\_\_\_\_ Encourage and support a diverse attorney to pursue a leadership position within the NJSBA.

\_\_\_\_\_ Add two (2) diversity-related topics to your NJSBA Division/Section/Committee meeting agenda.

\_\_\_\_\_ Recommend a diverse attorney to speak on a CLE panel.

\_\_\_\_\_ Attend one (1) or more conference(s), program(s) or CLE seminar(s) on diversity-related topics.

\_\_\_\_\_ Attend one (1) or more multicultural event(s).

\_\_\_\_\_ Attend one (1) or more program (s) sponsored by the Diversity Committee, Women in the Profession Section, Minorities in the Profession Section, or the LGBT Rights Section.

\_\_\_\_\_ Sponsor the annual NJSBA membership fee of a diverse lawyer.

\_\_\_\_\_ Attend one (1) or more function(s) sponsored by a diverse bar association.

\_\_\_\_\_ Read an article or a book about diversity and inclusion.

\_\_\_\_\_ Write an article about diversity and inclusion for an NJSBA publication/newsletter.

\_\_\_\_\_ Learn about the impact of subtle, unconscious and implicit bias by visiting Project Implicit at

<http://www.projectimplicit.net/index.html> and take one of the surveys.

\_\_\_\_\_ Read an article about how generational differences may impact communication styles, motivation for success and work values.

\_\_\_\_\_ Learn about how non-diverse men serve as diversity and inclusion allies by visiting White Men as Full Diversity Partners at <http://wmfdp.com/>.

\_\_\_\_\_ Volunteer at a not-for-profit agency that serves an underrepresented community and invite a friend.

\_\_\_\_\_ Make a contribution to a diversity organization.

\_\_\_\_\_ Seek out an event or a function where you will be in the minority.

\_\_\_\_\_ Other activities as determined by the individual. (Please attach a separate sheet of paper describing your current or anticipated efforts in support of diversity and inclusion for the year.)

I certify that I have met the goals of the Individual Diversity Action Plan Checklist for this year.

Signature: \_\_\_\_\_ Date: \_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

NEW JERSEY STATE BAR ASSOCIATION

BOARD OF TRUSTEES

Adopted: