

# Forming Your Inclusiveness Committee

*This worksheet was created by The Denver Foundation's Inclusiveness Project ([www.nonprofitinclusiveness.org](http://www.nonprofitinclusiveness.org)) to support organizations doing inclusiveness work.*

*Users are encouraged to customize the worksheet to meet the needs of their respective organizations.*

## Instructions

Complete this worksheet to determine who will serve on your Inclusiveness Committee.

- Your Inclusiveness Committee will have approximately five to fifteen staff and board members, and in some cases, key volunteers.
- Your committee should also be racially and ethnically diverse and, in most cases, should have people from different functional areas of the organization represented.
- It is preferable for the committee to include people in leadership/management positions as well as people in entry-level positions.

**The executive director** commits to participating in the inclusiveness initiative as:  
(select one or both)

- A member of the Inclusiveness Committee
- The chairperson of the Inclusiveness Committee

**The chairperson or co-chairpersons** of the board of directors will support the inclusiveness initiative by: (select one or more)

- Serving on the Inclusiveness Committee
- Chairing the Inclusiveness Committee
- Providing his/her explicit support for the inclusiveness initiative

**Other members of the board** serving on the Inclusiveness Committee include the following. Board members may be nominated by a committee or may be invited to participate by the executive director or board chair. (Select two to four board members.)

Name	Ethnicity	Gender	Position within organization

**Senior staff members** serving on the committee will include: (select the number of senior staff appropriate for your organization)

Name	Ethnicity	Gender	Position within organization

**Other staff** serving on the committee will include: (select as many as are appropriate)

Name	Ethnicity	Gender	Position within organization

**Volunteers** serving on the committee will include: (select one or two, if appropriate)

Name	Ethnicity	Gender	Position within organization

**The Chairperson** of the Inclusiveness Committee will be:

**The complete roster** of Inclusiveness Committee members:

Name	Name


**Name of Organization** \_\_\_\_\_

**Date Worksheet Completed** \_\_\_\_\_