

## **Diversity, Equity, and Inclusion (DEI) Timeline**

### **January-December (ongoing)**

- Provide articles or other items of interest related to diversity to the NDASFAA membership via the NDASFAA listserv.
- Post all minutes from DEI committee meetings to the NDASFAA websites.
- Schedule DEI Committee meetings as required throughout the year to accomplish committee goals.

### **January**

- Contact upcoming Conference Chair regarding the DEI Committee involvement.
- Begin meeting with the Conference Chair regarding philanthropy project and speaker ideas.

### **February**

- Schedule a meeting of the DEI Committee to discuss the upcoming spring NDASFAA Conference, including the Philanthropy Project and potential speakers/presentations for the conference.
- Work with the Conference Committee Chair regarding the Philanthropy Project for the conference. Present ideas and provide support in promoting the project and assisting at the conference.
- Work with the Conference Committee Chair regarding speaker topics for the conference. Reach out to potential presenters or develop presentations with a focus on diversity, equity, and inclusion.

### **March**

- Prepare for the committee meeting at the upcoming NDASFAA Conference.
- Assignments for the philanthropy project.
- Assist the Conference Committee with a DEI sessions/speakers.
- Chair prepares a report for the NDASFAA Executive Committee meeting and NDASFAA business meeting at the NDASFAA Conference focusing on the goals and accomplishments of the committee.

### **April**

- Meet with the DEI Committee at the conference for a year-end wrap-up and review, establishing goals and business meeting report.
  - Review projects that are outstanding for the year.
  - Establish goals for the upcoming year.
  - Review and provide feedback to the Executive Committee regarding the DEI policies & procedures and recommend any updates as needed.
  - Review the DEI timeline on the NDASFAA website and update if needed.
  - Select a new chair/co-chair if needed.
  - Solicit additional members.
  - Update DEI committee membership on the NDASFAA website.