



PFA DEII Organizational Audit Tool

The purpose of this tool is not to "rank" nor critique an organization's DEI commitment or progress. It is intended to provide insight to the status of key areas essential to accomplishing greater equity and to offer areas to apply focus as professional organizations (and future careers for students) are increasingly diverse and require diversity acumen, engagement and leadership.

Step 1: Respond for each letter under the numbered header in the gray cell to the left **Is the response True (T), Somewhat True (S), or False (F)?**

1. Expressed Commitment to DEI

- a. Our mission statement and/or strategic plan includes a clear articulation of commitment to diversity and equity.
- b. A student, volunteer or employee unlike our current majority population will review our online content and clearly detect our commitment to inclusion.

2. Alignment of Organizational Structure/Policy

- a. We have a plan for board, staff and volunteer and /or student diversity.
- b. We have a recruitment approach for advisory, vendor or supplier diversity.
- c. We believe our current structure has assisted us, and are confident that our diversity is appropriate for our organization.
- d. We have a clear, well-communicated process including legal and board review for student/staff/volunteer complaints regarding discrimination.
- e. Our DEI intentions are reflected by a budget we have assigned to ensure implementation of our goals, initiatives and student experiences.

3. Implementation of DEI Management Practices

- a. We have implemented a Diversity Action Council, or sanctioned body for addressing student member and staff DEI activities and engagement.
- b. We have equity in key responsibilities and support their engagement being being mindful of the strengths and desires o advance of those individuals.
- c. We have a development plan for addressing future diversity of our board and staff, which takes into account the unique nature of our profession.
- d. We monitor the status of diversity among students and staff, considering the nature of our profession, and have outlined steps to increase diversity.
- e. We cover DEI policy/commitment in orientations of staff, volunteers, board.
- f. We have a process for exploring respectful DEI-informed content, such as bias assessments and workshops, delivered periodically to board, staff, volunteers, advisors, vendors and alumni.

4. Reflection of DEI intention in Social Media and Communications

- a. Our social media approach has an intentional pattern of speaking to and about our diverse members, leaders, and intentions.
- b. Our communictions team is trained and prepared for positive/negative events events and, in partnership with legal and other aligned departments,

is prepared to make (or not) public statements/how to communicate.

- c. Graphics, posters, social media photos, etc appear to reflect a broad base of race, religion, gender, sexual orientation/identity, religion, ability, etc.
- d. A diverse group or DEI expert has reviewed our website to ensure that our organization's website is sensitive and welcoming to all students.

5. Use of accountability mechanisms to monitor DEI progress

- a. We regularly collect, disaggregate (sub-group) and evaluate data on board, staff, advisor, volunteer, vendor and student diversity status and perspectives.
- b. We have mechanisms for senior management performance on DEI goals and progress, or on maintenance, if current goals are met.
- c. We have mechanisms for staff for the same.
- d. Our accountability process is aligned with HR and legal functions, who are supportive and understand their roles and responsibilities.

6. Cultural considerations

- a. Our staff and volunteers are comfortable with our DEI position and voicing their opinions about diversity issues, even if they are not supportive opinions.
- b. Our students recognize the efforts we are making with regard to DEI, and are engaged with us on sharing their perspectives.
- c. We have recently reviewed the student application process/materials to ensure we are communicating our intended messages to all students.
- d. We guard against "tokenism", not falling into the trap of being satisfied with a diversity representative or two in lieu of creating and maintaining true diversity.

Step 2: Count the number of T's, S's, and F's

True Count (T's)	
Somewhat True Count (S's)	
False Count (F's)	

There should be 25 total responses in this version.