

**ABA Section of Science & Technology Law
Diversity Plan's Addendum: Leadership To-Do List**

<u>Who</u>	<u>Leadership Responsibility</u>	<u>When</u>
<p>Book Publishing Board (Division Chairs, <i>Jurimetrics Journal</i> Board, and <i>The SciTech Lawyer</i> Advisory Board)</p>	<p>Increase diversity in Section membership.</p> <p>Strongly encourage diverse participation in all Section publications (review author release forms). (Note: ABA diversity entities, state, local, and minority bar associations are an excellent resource.)</p>	<p>Ongoing basis</p>
<p>Chair (Additional Chair responsibilities are bulleted below Section Officers.)</p>	<p>Increase and maintain diversity in Section leadership.</p> <ul style="list-style-type: none"> • Obtain the unequivocal support and participation of the Section leadership in implementing the Diversity Plan: provide a copy of the Diversity Plan to all Section leaders (including existing and incoming Section officers, Council members, committee chairs and vice-chairs, <i>The SciTech Lawyer</i> Advisory Board, and <i>Jurimetrics Journal</i> Board) each bar year along with a letter from the Chair of the Section stressing the importance of participating in the ongoing implementation of the Diversity Plan. • Coordinate efforts with and use the resources of the ABA Center for Racial and Ethnic Diversity, ABA Commission on Mental and Physical Disability Law, ABA Commission on Sexual Orientation and Gender Diversity, ABA Commission on Women in the Profession, and external diversity-focused associations to assist in the recruitment efforts of the Section. • Establish a Section Liaison to the ABA Center for Racial and Ethnic Diversity, ABA Commission on Mental and Physical Disability Law, ABA Commission on Sexual Orientation and Gender Diversity, ABA Commission on Women in the Profession, and external diversity-focused associations. 	<p>Annually – at beginning of bar year</p> <p>Ongoing basis</p> <p>Annually – at beginning of bar year</p>

<u>Who</u>	<u>Leadership Responsibility</u>	<u>When</u>
Committee Chairs	<p>Increase diversity in Section membership.</p> <ul style="list-style-type: none"> • Foster spirit of inclusion in all Section activities: invite non-members to become members at the conclusion of each committee meeting. • Strongly encourage and actively seek diverse panels in all CLE session and committee programming and diverse participation in all Section publications. (Note: state, local, and minority bar associations are an excellent resource.) 	<p>Ongoing basis</p> <p>Ibid.</p>
<p>Committee Chairs (Program Committee, Division Chairs, Book Publishing Board, <i>Jurimetrics Journal</i> Board, and <i>The SciTech Lawyer</i> Advisory Board)</p>	<p>Raise awareness that diversity is valued and why.</p> <p>Encourage and recognize contributions by diverse lawyers in the Section’s programs and publications.</p>	<p>Ongoing basis</p>
<p>Council (Section Officer, and Section Nominating Committee)</p>	<p>Increase and maintain diversity in Section Leadership.</p> <p>Endeavor to choose a Section Nominating Committee whose composition reflects the Section's diversity goals, which in turn should be reflected in the appointments made by the Section Nominating Committee.</p>	<p>Ongoing basis</p> <p>Annually</p>
Division Chairs	<p>Increase Diversity in Section membership.</p> <p>Affirmatively reach out to the leadership of the most significant minority bars and seek to establish partnerships with them, so that they and their members look to the Section as a key source for science/technology law knowledge (especially where they lack critical mass in these areas), and so that their members are encouraged to join the Section.</p>	<p>Ongoing basis</p>

<u>Who</u>	<u>Leadership Responsibility</u>	<u>When</u>
<p>Division Chairs (Program Committee, Book Publishing Board, <i>Jurimetrics Journal</i> Board, and <i>The SciTech Lawyer</i> Advisory Board)</p> <p>Division Chairs (Program Committee, Membership and Diversity Committee)</p> <p>Division Chairs (Membership and Diversity Committee, Division Chairs)</p>	<p>Raise awareness that diversity is valued and why.</p> <ul style="list-style-type: none"> • Encourage and recognize contributions by diverse lawyers in the Section’s programs and publications. • Ensure diversity in Section programs and publications (including by reviewing completed speaker and author release forms). <p>Increase diversity in Section membership.</p> <p>Sponsor programming with other diversity groups, such as at the spring and/or fall meetings of the ABA’s Minority Counsel Program.</p> <p>Increase and maintain diversity in Section Leadership.</p> <p>Monitor and recognize Section diversity activities/progress: review committee status reports and follow-up with individual committee chairs and vice-chairs and other Section leaders to offer assistance in meeting diversity expectations.</p>	<p>Ongoing basis</p> <p>Ongoing basis</p> <p>Ongoing basis</p>
<p><i>Jurimetrics Journal</i> Board (Program Committee, Division Chairs, Book Publishing Board, <i>The SciTech Lawyer</i> Advisory Board)</p>	<p>Increase diversity in Section membership.</p> <p>Actively seek diverse participation in publication.</p> <p>Raise awareness that diversity is valued and why.</p> <ul style="list-style-type: none"> • Encourage and recognize contributions by diverse lawyers in Section’s programs and publications. • Ensure diversity in publications (including by reviewing completed speaker and author release forms). 	<p>Ongoing basis</p> <p>Ongoing basis</p>

<u>Who</u>	<u>Leadership Responsibility</u>	<u>When</u>
Nominating Committee (Section Officers, and Section Council)	<p>Increase and maintain diversity in Section leadership.</p> <p>Endeavor to choose a Section Nominating Committee whose composition reflects the Section's diversity goals, which in turn should be reflected in the appointments made by the Section Nominating Committee.</p>	<p>Ongoing basis</p> <p>Annually</p>
<p>Officers (Section Nominating Committee, and Section Council)</p> <p>Officers (Membership and Diversity Committee)</p>	<p>Increase and maintain diversity in Section Leadership.</p> <p>Endeavor to choose a Section Nominating Committee whose composition reflects the Section's diversity goals, which in turn should be reflected in the appointments made by the Section Nominating Committee.</p> <p>Coordinate efforts with and use the resources of the ABA Center for Racial and Ethnic Diversity, ABA Commission on Mental and Physical Disability Law, ABA Commission on Sexual Orientation and Gender Diversity, ABA Commission on Women in the Profession, and external diversity-focused associations to assist in the recruitment efforts of the Section:</p> <p>Sponsor joint programs, promotions, and membership drives with the ABA Center for Racial and Ethnic Diversity, ABA Commission on Mental and Physical Disability Law, ABA Commission on Sexual Orientation and Gender Diversity, and ABA Commission on Women in the Profession.</p>	<p>Ongoing basis</p> <p>Annually</p> <p>Ongoing basis</p>
Officers	<p>Raise awareness that diversity is valued and why.</p> <p>Encourage a policy that the Section co-sponsor programs with other Sections or Divisions only if steps are taken to assure there is a diverse panel.</p>	Ongoing basis
<u>Who</u>	<u>Leadership Responsibility</u>	<u>When</u>

<p>Program Committee (Division Chairs, Book Publishing Board, <i>Jurimetrics Journal</i> Board, and The <i>SciTech Lawyer</i> Advisory Board)</p>	<p>Increase diversity in Section membership.</p> <ul style="list-style-type: none"> • Strongly encourage and actively seek diverse panels in all CLE sessions and committee programming and diverse participation in all Section publications (including by reviewing completed speaker and author release forms). • Sponsor programming with other diversity groups, such as at the spring and/or fall meetings of the ABA’s Minority Counsel Program. 	<p>Ongoing basis</p>
<p>Secretary (Additional Secretary responsibilities are bulleted below Section Officers.)</p>	<p>Increase and maintain diversity in Section Leadership.</p> <p>Include the Diversity Plan’s three long-range diversity goals (i.e., increase and maintain diversity in Section leadership, increase diversity in Section membership, and raise awareness that diversity is valued and why).</p>	<p>Ongoing basis</p>
<p>Section Liaisons (Membership and Diversity Committee and Section staff)</p>	<p>Increase diversity in Section membership.</p> <p>Coordinate efforts with and use the resources of the ABA Center for Racial and Ethnic Diversity, ABA Commission on Mental and Physical Disability Law, ABA Commission on Sexual Orientation and Gender Diversity, ABA Commission on Women in the Profession, and external diversity-focused associations to assist in the recruitment efforts of the Section:</p> <ul style="list-style-type: none"> • Report at the Section Council meetings regarding: (1) current developments and initiatives undertaken by outside organizations; and (2) steps taken by the other ABA sections to increase diversity. • Attend the Minority Caucus sponsored by the ABA Center for Racial and Ethnic Diversity, and the Women’s Caucus Meeting sponsored by the ABA Commission on Women in the Profession, at the ABA Midyear and Annual Meetings. 	<p>Ongoing basis</p> <p>At the ABA Midyear and Annual Meetings</p> <p>Ibid.</p>
<p>The SciTech Lawyer Advisory Board (Program Committee, Division Chairs, Book Publishing, and <i>Jurimetrics Journal</i>)</p>	<p>Increase diversity in Section membership.</p> <p>Strongly encourage and actively seek diverse participation in publication (including by reviewing completed author release forms).</p>	<p>Ongoing basis</p>

Membership and Diversity (MAD) Committee's To-Do List

MAD Committee's Responsibility (<i>Staff to Assist.</i>)	When
<p>Increase and maintain diversity in Section Leadership.</p> <p>Monitor and recognize Section diversity activities/progress:</p> <ul style="list-style-type: none"> • Report at the Section Council meetings regarding: (1) current developments and initiatives undertaken by diversity organizations; and (2) steps taken by the other ABA sections to increase diversity. • Review committee status reports and follow-up with individual committee chairs and vice-chairs and other Section leadership to offer assistance in meeting diversity expectations. 	<p>Ongoing basis</p>
<p>Increase diversity in Section membership.</p> <ul style="list-style-type: none"> • Coordinate efforts with and use the resources of the ABA Center for Racial and Ethnic Diversity, ABA Commission on Mental and Physical Disability Law, ABA Commission on Sexual Orientation and Gender Diversity, ABA Commission on Women in the Profession, and external diversity-focused associations to assist in the recruitment efforts of the Section. • Sponsor joint programs, promotions, and membership drives with the ABA Center for Racial and Ethnic Diversity, ABA Commission on Mental and Physical Disability Law, ABA Commission on Sexual Orientation and Gender Diversity, and ABA Commission on Women in the Profession. 	<p>Ongoing basis</p>
<p>Raise awareness that diversity is valued and why.</p> <ul style="list-style-type: none"> • Create and regularly update the Membership and Diversity Committee homepage and request that other relevant websites (e.g., ABA Commission on Women in the Profession, ABA Commission on Racial and Ethnic Diversity in the Profession, National Bar Association, National Native American Bar Association, Hispanic National Bar Association, National Asian Pacific American Bar Association) link to the Membership and Diversity Committee's website. Add links to these organizations to the Section's website. • Include regular reports in <i>The SciTech Lawyer</i> and other appropriate venues regarding achievements in the Section's diversity efforts. • Include photos acknowledging diversity of membership in membership materials. 	<p>Ongoing basis</p>

<u>MAD Committee's Responsibility (Staff to Assist.)</u>	<u>When</u>
<p>Increase diversity in Section membership.</p> <p>Foster a spirit of inclusion in all of the Section's activities: Encourage the Section Liaisons to attend the Minority Caucus sponsored by the ABA Center for Racial and Ethnic Diversity, and the Women's Caucus Meeting sponsored by the ABA Commission on Women in the Profession, at the ABA Midyear and Annual Meetings.</p>	<p>Ongoing basis</p> <p>Biannually (in conjunction with the ABA Midyear and Annual Meetings)</p>
<p>Increase and maintain diversity in Section leadership.</p> <ul style="list-style-type: none"> • Monitor and recognize Section diversity activities/progress: report diversity initiative results using measurable language to the Section Council, including the Section's results in the ABA Goal III Report, which measures progress toward diversity by the ABA and its individual entities. • Provide a tailored list of responsibilities to each individual or group identified as having "Responsibility" in the Diversity Plan. • Include diversity materials in appointment letters for committee chairs and vice-chairs. • Include a presentation at the ABA Annual Meeting Section Luncheon recognizing Section efforts to increase diversity. • Review committee status reports and follow-up with individual committee chairs and vice-chairs and other Section leadership to offer assistance in meeting diversity expectations. <p>Increase diversity in Section membership.</p> <p>Foster a spirit of inclusion in all of the Section's activities: encourage diverse lawyers to attend the Section's welcome reception during the ABA Annual Meeting.</p>	<p>Ongoing basis</p> <p>Biannually (in conjunction with the ABA Midyear and Annual Meetings)</p> <p>Annually – at beginning of bar year</p> <p>Ibid.</p> <p>Annually – at beginning of bar year</p> <p>Ongoing basis</p> <p>Ongoing basis</p>

<u>SciTech Staff Responsibility</u>	<u>When</u>
<p>Increase and maintain diversity in Section leadership.</p> <ul style="list-style-type: none"> • Include diversity materials in appointment letters for committee chairs and vice-chairs. • Endeavor to choose a Section Nominating Committee whose composition reflects the Section’s diversity goals, which in turn should be reflected in the appointments made by the Section Nominating Committee. • Periodically assess the diversity plans of other entities that are associated with the American Bar Association, including by establishing liaison relationships to obtain new ideas. • At the time of updating the Diversity Plan, circulate the Diversity Plan to the ABA Center for Racial and Ethnic Diversity, ABA Commission on Mental and Physical Disability Law, ABA Commission on Sexual Orientation and Gender Diversity, and ABA Commission on Women in the Profession. • Monitor and recognize Section diversity activities/progress. <p>Increase diversity in Section membership.</p> <ul style="list-style-type: none"> • Advertise that non-committee members are welcome to attend committee meetings. • Encourage diverse lawyers to attend the Section’s welcome reception during the ABA Annual Meeting. 	<p>Annually</p> <p>Ibid.</p> <p>Every five years, or as circumstances warrant</p> <p>Ibid.</p> <p>Ongoing basis</p> <p>Ongoing basis</p>