TIPS Diversity Toolkit
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1. Introduction

We are pleased to provide you with this “TIPS Diversity Toolkit.” The Toolkit is the result of several years of collaboration between the TIPS Chief Diversity Officer and the TIPS Diversity Committee to help general committees support and achieve TIPS Diversity goals. The Toolkit is intended to acquaint you with ideas and resources and to inspire you to embrace diversity and inclusion within your committee. It is important to recognize that diversity and inclusion are important not only to TIPS but also to our members.

If you have ideas or comments on how to improve the Toolkit, please feel free to contact us or any of the committee members.

Sincerely,

Thea Capone
TIPS Secretary/Chief Diversity Officer

Deborah Yue
TIPS Diversity Committee Chair
2. Why Does the ABA and TIPS Embrace Diversity?

ANSWER: IT’S PART OF OUR MISSION!

The American Bar Association’s mission is “To serve its members, the profession and public by defending liberty and delivering justice as the national representative of the legal profession.” To achieve this mission, the ABA set forth four goals. Of those, Goal III specifically addresses diversity.

A. ABA Goal III: Eliminate Bias and Enhance Diversity.

Objectives:

1. Promote full and equal participation in the association, our profession, and the justice system by all persons.

2. Eliminate bias in the legal profession.

TIPS commitment to fulfilling Goal III is led, in part, through the role of the Chief Diversity Officer, who is accountable for monitoring the Section’s efforts to grow a diverse membership and leadership.

B. TIPS Strategic Plan, Goal 4: TIPS will advance diversity in the profession.

Strategies:

1. TIPS will continue to increase diversity in Section membership.
   a. Analyze the relevant data, including previous Goal IX/3 reports, to measure our progress.
   b. Identify and recruit members from underrepresented groups.
   c. Identify and recruit members from corporate and government entities.

2. TIPS will continue to increase diversity in Section leadership.
   a. Develop programs for expanded involvement of diverse members.
   b. Ensure that diverse members are aware of leadership opportunities.

3. TIPS will balance its programs, publications, and activities to reflect diversity.
   a. Ensure that speakers on TIPS CLE programs and authors of publications are diverse.

4. TIPS will provide training and education on the importance and value of diversity.
   a. Promote and create a video on diversity for the profession, corporations, and other bar associations.
   b. Regularly conduct an Ethics, Professionalism, and Diversity CLE.
   c. Increase circulation of the Diversity newsletter.

5. TIPS will form strategic alliances to promote diversity.
   a. Partner with and develop liaison relationships with diverse bar associations.
   b. Partner with and develop liaison relationships with other groups which advance diversity.
3. **How does TIPS achieve its Diversity Goals?**

A. **We encourage Diversity in our leadership ranks.**

In addition to having our Chief Diversity Officer monitor and report on the Section’s progress, we have created a Leadership Academy to strengthen the leadership pipeline by increasing the diversity of leaders in the communities. This goal has been borne out by diverse members making up each class of the Leadership Academy since its inception in 2007.

More information about TIPS Leadership Academy can be found by going to the TIPS [website](http://www.tips.org).

Similarly, we support diversity as part of the criteria for selection in our other leadership programs such as **TIPS NOW!** and **TIPS Connect** which provide younger lawyers and diverse lawyers the opportunity and ability to be active in TIPS leadership.

Finally, TIPS encourages its General Standing Committee to appoint a Diversity Vice-Chair for each committee to maintain accountability for diversity in each of its committee meetings, CLE programs, and speaking opportunities.

![The 2012-2013 Leadership Academy Class](image)

B. **TIPS recognizes leaders in Diversity.**

**TIPS Liberty Achievement Award**

The Liberty Achievement Award was created to recognize those attorneys and judges who take leadership roles in promoting diversity in the legal profession. They demonstrate a commitment to diversity and inclusion through their career choices, leadership positions, significant substantive legal work in areas of diversity, as well as community service and/or pro bono work in diversity.

Past recipients include:
C. Standing Committee on Diversity in the Profession.

Formally known as WAMI (Women and Minority Involvement) and established in 1988, TIPS created the Diversity Committee to ensure that TIPS continues to identify and recommend ways to eliminate barriers to justice and discrimination in the profession and to continue to make progress on our diversity goals.

The Committee’s Mission Statement reads:

*It is the mission of the TIPS Diversity Committee to advance diversity and inclusion at all levels within the Section, regardless of race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds. The TIPS Diversity Committee will work closely with TIPS leadership to promote the Section’s diversity goals, support the general committees, and promote the value of having diverse professionals and groups included in all Section activities.*

The Committee consists of 24 members and is currently chaired by Deborah Yue.

Diversity Committee work has included the following activities:

- Creating the Embracing Diversity Newsletter which is released on a quarterly basis.
- Launching TIPS Connect! A scholarship initiative to reach out to external bar associations to promote attendance of diverse individuals to TIPS meetings.
- Creating the speaker series A View From The Trenches to help build awareness and educate TIPS members on diversity issues.
- Creating a diversity webinar “Why It Works and Why It Matters: The Business Case for Diversity”.
- Creating a video entitled “The Diversity Factor: Capturing the Competitive Advantage.”
- Creating an Education Outreach Initiative involving outreach to underrepresented and disadvantaged middle school students.
- Creating a Diverse Speakers Database to help identify qualified diverse speakers for CLE programming.
- Co-sponsoring a Section Public Service Project including homeless shelter clean-ups days, legal will clinics, book drives, etc.

D. General Committee support of TIPS Diversity Mission.

The final way in which TIPS can continue to work on its diversity goals is through the work of each of the General and Standing Committees.

Some ways in which each committee can do this include the following:

- Leadership:
  - Appoint a Diversity Vice-Chair – this person is responsible for opportunities for the committee to participate in or support TIPS diversity initiatives.
Consider adding a diversity-related role to your committee’s scope statement or mission statement.

Promote diverse authors in committee newsletters, or other positions of visibility and leadership.

Consider nominating someone you know for the Liberty Achievement Award.

- **Meetings:**
  - When hosting meetings or CLE programs reach out to members of the local affinity bar organizations to partner with them or to invite them to participate in the TIPS diversity programs. A list of some of these national organizations can be found on the TIPS Diversity Webpage under Sites of Interest.
  - When inviting diverse individuals to attend your meetings, please be sure to welcome them to the event and introduce them to other participants.
  - Consider allocating time at each meeting to discuss how diversity can be improved or incorporated within the mission of the committee.
  - Attend and support the TIPS Diversity Networking Receptions during TIPS Leadership meetings. Though TIPS hosts a welcome reception at each meeting, the TIPS Diversity Committee can provide you with a list of diversity-related events at larger leadership meetings.
  - Consider hosting at locations which may build awareness of diversity issues (e.g. African-American heritage museum).
  - When designing a CLE program, consider incorporating how diversity may impact a particular practice area or the topic at hand. Some states require Diversity CLE credits. (e.g. the impact of the Environmental Justice movement for the Environmental Law Committee, History of discriminatory practices in Life Insurance or Health Care.)
  - When identifying speakers for your CLE programs, use the ABA Diverse Speakers Database and include diverse speakers.

Supporting and moving closer toward the Diversity goals is part of everything we do in TIPS.

Need more ideas? Or have a great idea to share? Contact the TIPS Diversity Committee Chair, Deborah Yue, or your Diversity Committee staff liaison, Norma Campos.
4. Resources

Please see the attached sample resources including our website snapshot, a list of diverse bar associations, and our committee newsletter.

A. The Diversity Committee Website.

The TIPS Diversity Committee website can be found here. The website features a letter from the current chair, committee goals, the committee roster, a member spotlight, and helpful resources. The Committee page also highlights the Committee’s newsletters, minutes and upcoming events. The Section Diversity Plan and Mission Statement are also found on this page.

The Committee webpage provides clickable links to the various leadership positions within the Committee via the ABA membership directory. To reach out to members of the committee, click on a committee member name.

B. Diverse Bar Associations and Helpful Links.

ABA Diverse Speakers Database
Commission on Hispanic Legal Rights & Responsibilities
Commission on Disability Rights
Commission on Racial & Ethnic Diversity in the Profession
Commission on Sexual Orientation and Gender Identity
Commission on Women in the Profession
Center for Racial and Ethnic Diversity
Coalition on Racial and Ethnic Justice
Council for Racial and Ethnic Justice
National Bar Association
National LGBT Bar Association
National Hispanic Bar Association
National Native American Bar Association
National Asian Pacific American Bar Association
National Association of Women Lawyers

C. TIPS Embracing Diversity Newsletter

The Committee’s newsletter – *Embracing Diversity* - is published four times annually. Each edition focuses on a particular Goal III entity and issue: disability, minority, LGBT and gender. Publishing this document enables the committee to explore all areas of the Section’s diverse membership as well as other ABA diversity-related events. If your general committee is interested in publishing an article in *Embracing Diversity* or is interested in re-publishing
an article in their committee newsletter, please contact Staff Liaison Norma Campos at Norma.Campos@americanbar.org.

A sample newsletter is attached.