Altrusa Club Diversity Assessment Tool

This tool has been developed to assist clubs in assessing their current levels of diversity and to provide tips on how to improve.

Diversity can be reflected in many ways including Gender, Race, Age, Career, Leadership experience, diversity in projects, project beneficiaries and methods of communication as just some examples.

**Member Diversity**

**Gender**

<table>
<thead>
<tr>
<th>Percentage of Male Members</th>
<th>No</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Female Members</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Number of Male Members</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

Score: 1 point for every 5% male members

**Source of Male Members**

Are the male members in your club

- a. Husbands/Partners of Altrusans
- b. Relative of Altrusan
- c. Work Associate
- d. Other

Score: 1 point for every male member in category a & b. 2 points for every male member in category c & d

**Racial Diversity**

How many races are represented by members in your club?

- A. Caucasian
- B. African American
- C. Hispanic
- D. Asian
- E. Polynesian
- F. Other

Score: 1 point for every member that is in category B through to E (F?)

**Age Diversity**

How many members in your club fall into the following age groups?

<table>
<thead>
<tr>
<th>Age Group</th>
<th>No</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 20</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>20 - 29</td>
<td>___</td>
<td>___</td>
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</tbody>
</table>
Score: 1 point for each age group represented in your club. Bonus point for each member under the age of 40 and 5 bonus points for 25% or more of the club being represented by members under the age of 40.

Which of the following exists in your club
1. There is flexibility in the times we hold our club business/programme meetings
2. Our business meetings are concise and constructive
3. New members are assigned to committees
4. We have an active social media presence
5. We invite young professionals to attend our meetings

Score one point for each of the above that applies in your club

Career Diversity
Which of the following careers are represented in your club?

Education ___ Home Executive ___ Legal ___
Business Owner ___ Business Manager ___ Business Advisory ___
Banking/Finance ___ Engineering ___ HR/Personnel ___
Counselling ___ Medicine ___ Public Services ___
Customer Service ___ Technology ___ Manufacturing ___
Real Estate ___ Volunteer (Retired) ___ XXXXX ___

Score one point for each career represented in your club?

Sources of Members
In the past twelve months how many potential members have you attracted through any of the following methods:

Invitation by a member ___
Public invitation to a membership event ___
Open invitation in a public advertisement ___
Web based/Social Media enquiry ___
Guest Speaker ___
Other (specify) _________________________ ___

Score one point for each category you have represented __

TOTAL MEMBER DIVERSITY SCORE ___

Leadership Diversity
Service Years
How many members do you have in each of the following Altrusa service year categories

<table>
<thead>
<tr>
<th></th>
<th>Under 5</th>
<th>6 - 10</th>
<th>11 - 15</th>
<th>16 - 20</th>
<th>20 - 29</th>
<th>30 +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
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</tbody>
</table>

Leadership experience
No of Members in Club who have not held a leadership role (committee chair, board)

<p>| | |</p>
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<thead>
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<tbody>
<tr>
<td>Score</td>
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</tbody>
</table>

No of Members in Club who have been a committee chair but not served on board

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<tbody>
<tr>
<td>Score</td>
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</table>

No of Members in Club who have served on board but not as club president

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</thead>
<tbody>
<tr>
<td>Score</td>
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</tbody>
</table>

No of Members in Club who have served as Club President

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<tbody>
<tr>
<td>Score</td>
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</table>

Score one point for each leadership experience category you have represented

Leadership Roles
Members who have served as President two times or more

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<td>Score</td>
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</table>

Members who have served as Committee Chairs two times or more

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<td>Score</td>
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Members who have served as Treasurer two times or more

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<tr>
<td>Score</td>
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</table>

Score “negative” one point for each member who is counted above

TOTAL LEADERSHIP DIVERSITY SCORE

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<tbody>
<tr>
<td>Score</td>
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</table>

Project Diversity

Service projects
In the last twelve months has your club

<table>
<thead>
<tr>
<th></th>
<th>Conducted a new service project</th>
<th>Conducted a new fundraiser</th>
<th>Conducted a service project that has been continuing for less than 5 years</th>
<th>Conducted a fundraiser that has been continuing for less than 5 years</th>
<th>Conducted a service project that has been continuing for more than 5 years</th>
<th>Conducted a fundraiser that has been continuing for more than 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

Score 2 points if you have answered yes to A and B and 1 point if you have answered yes to C & D

Project Mix
In the last twelve months

How many fundraisers have been held?

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<tbody>
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<td>Score</td>
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How many hands on service projects have been held?

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<tbody>
<tr>
<td>Score</td>
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</table>

How many collection/distribution projects have been held?

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<tbody>
<tr>
<td>Score</td>
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</table>

Score one point for each category you have entered 1 or more.
Project Beneficiaries
In the last twelve months which of the following groups have benefitted from club projects.

- Infants
- Children
- Youth/Teen
- Women
- Men
- Elderly
- Families
- Environment
- Community
- Veterans/Military
- Other Organisations

Score 1 point for each sector that has benefitted

Service Types
Which types of service projects have you conducted in the past twelve months

- Literacy
- Vocational
- XXXX
- XXXX
- XXXX

Score 1 point for each service project type

TOTAL PROJECT DIVERSITY SCORE

Diversity in Communication & Decision Making
Timing of meetings to allow contribution of members at times that suit them, providing greater flexibility can be attractive to a more diverse membership.

Complete the below table by placing a y in the options that your club offers

<table>
<thead>
<tr>
<th>Meeting/Time</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Evening</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programme</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

For each box you have entered a y in score 1 point

Methods of Communication

Facebook
Twitter
Website
Snap Chat
Skype
Conference Call
Email
Telephone
Post
Newsletter

Member Orientation
In the last twelve months how many of the following activities
New Member Orientation  
Member Reorientation  
Altrusa Accent  
Member Social events  

Are new members?
Actively involved in decision making
Actively involved in club meetings
Actively involved in committee meetings
Actively involved in club projects

Are members offered?
Opportunities to develop leadership skills through a mentor programme
Opportunities to lead as vice chairs
Opportunities to mentor other members
Opportunities to attend District/International Leadership events (Conferences, Workshops etc)

TOTAL DIVERSITY IN COMMUNICATION & DECISION MAKING SCORE  

Total Diversity Score  

Score of  
10 or Less  
11 - 20  
21 - 30  
31+  

Tips for improving Diversity
1. Invite potential members who are different from you - gender, age, race, career etc
2. Ensure you provide a flexible offering re ways to contribute to club events i.e consider timing of projects (year, time of day) and club/committee meetings
3. Ensure you have a diverse range of projects that you conduct that will be of interest to a more diverse membership
4. Remember to listen to new members and provide an opportunity for their ideas to be implemented. Ignore the voice that says "but that is not the way we do things around here"
5. Embrace change