



Settlement Sector Board Diversity Matrix



Part II:

Instructions for aggregating the board member survey in the board diversity matrix

- 1.** The person designated in Part I to administer the survey and aggregate the data—ideally not a board member—should begin by indicating in the matrix what items, if any, the board decided to select as “not relevant at this time” and omit the same items in the board diversity matrix.
- 2.** Then they should fill out each category of the matrix using the data from the board member surveys, tallying how many board members, if any, selected each option.
- 3.** Once complete, provide the completed board diversity matrix to the Board Chair.
- 4.** At the bottom of each section there is a scale (from left to right) that reads: strong representation, some representation, more work needed, or diverse, somewhat diverse and increased representation needed. As Board Chair, determine the place that your board best fits on this continuum within each category. If you feel that your organization fits somewhere between the three provided options, you can select from the points between these options. You can also expand on this in the notes section included at the end of each session if needed.
- 5.** At the bottom of each section, below the scale, there is also a space to provide some reflection on the aggregated data provided through the surveys. Use this space to reflect on how well you feel your organization is doing regarding board representation in each category. Do you have adequate representation? Is there more work to be done to increase representation and diversity in these areas?
- 6.** Share back the completed board diversity matrix with board members. Use this as an opportunity to engage them in this reflection exercise.
- 7.** Determine how will you go about addressing any representation gaps—if any—identified through the matrix moving forward.
- 8.** Determine when/how frequently you will administer the survey and update the board diversity matrix.

Settlement Sector Board Member Survey

LEVEL OF CURRENT REPRESENTATION ON THE BOARD

COMPETENCY / EXPERIENCE	# CURRENTLY ON BOARD	not relevant at this time
Governance (e.g. chaired a board or committee)		
Entrepreneurship or business development		
Management		
Strategic planning		
Healthcare		
Poverty reduction		
Housing		
Immigration		
Frontline settlement sector		
Research and higher education		
Information technology		
Human resources		
Financial management		
Fundraising		
Marketing		
Experience working with marginalized communities		
Legal		
Risk management		
Public relations or communications		
Program and event evaluation		
Non-profit		
Industry		
Large-scale funding proposal submissions		
Knowledge of IDEA, ARAO, or GBA Plus		



Notes:

LEVEL OF CURRENT REPRESENTATION ON THE BOARD

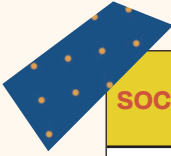


PREVIOUS BOARD EXPERIENCE	# CUTRRENTLY ON BOARD
Nonprofit	
Public	
Corporate	
Government (municipal, provincial, or federal)	
<div style="display: flex; justify-content: space-between; align-items: center;"> strong representation some representation more work needed </div>	
Notes:	



KNOWLEDGE OF COMMUNITIES	# CUTRRENTLY ON BOARD
Community leader	
Experience working in rural areas	
Experience working in small centres	
Experience working in urban areas	
Lived experience as a newcomer	
<div style="display: flex; justify-content: space-between; align-items: center;"> strong representation some representation more work needed </div>	
Notes:	

LEVEL OF CURRENT REPRESENTATION ON THE BOARD



SOCIAL IDENTITIES	# CUTRENTLY ON BOARD
Women	
Men	
Non-binary	
Ethno-racial	
Persons with disabilities	
Youth	
2SLGBTQIA+	
Seniors	
Indigenous peoples	
Diverse faith groups:	
Christian	
Sikh	
Muslim	
Jewish	
Hindu	
Buddhist	
No religion or secular perspectives	
Other religious or spiritual traditions – please specify _____	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p>very diverse</p> <p>┌───□──────────□──────────□──────────□──────────┐</p> </div> <div style="text-align: center;"> <p>somewhat diverse</p> </div> <div style="text-align: right;"> <p>increased representation needed</p> </div> </div>	
Notes:	



Adapted from: DiverseCity, "Diversity in Governance: A Toolkit for Nonprofit Boards," available at: <https://bcfarmersmarket.org/app/uploads/2020/09/Diversity-on-Non-Profit-Boards-Toolkit.pdf> (accessed 14 May 2024).