



TOOL 8

Check Who's Included

TIME COMMITMENT

2 hours

PEOPLE

- Park organization staff
- Board members

SUPPLIES

- Check Who's Included worksheet (link included in this tool download)
- Images, job descriptions, and names for staff, board, and committee members

INTRODUCTION

Do you make project decisions equitably?

Create a “power map” of your organization’s governance and decision-making process to reveal who is overrepresented and who is missing.

Equity-based work is all about power—who has it, who doesn't, why, and to what effect? In developing a racial and social equity approach to development, you will need to interrogate how power imbalances within your organizational structure may be inhibiting your work. This will involve several actions, including analyzing your board structure to ensure it is representative of, and shares meaningful power with, the communities your equity work seeks to serve. This tool is designed to map the power of your staff, board, and committees and will help you understand your organization's governance structure and decision-making process.



TOOL 8

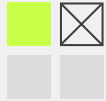
Check Who's Included

TIPS FOR USING THIS TOOL

- Note: you will be prompted to create a copy of Tool 8, Check Who's Included. Please click on Make a Copy. The new file should automatically open on your internet browser.
- Be mindful that ideas don't equate decision-making. Ideally, a clear and transparent process should be established, so all of your organization's stakeholders have an opportunity to provide input and partake in decision-making.
- Mapping your organization's ideation process for programming activities or events will help you understand how ideas acquire form.

INSTRUCTIONS

1. Fill in this **Check Who's Included** worksheet by entering information for all staff, board members, and committee members.
2. Optional: Add photographs of each person.
3. Have a group discussion about the completed power map. Ask:
 - Are your Staff and Board
 - Racially diverse?
 - Gender balanced?
 - Varied in age?
 - Demographically representative of the communities your project serves?
 - Economically representative of the communities your project serves?
 - Inclusive of those living in the neighborhoods your project serves?
 - Varied in occupations and industries?
 - What are the barriers to becoming a board member?
 - Who makes decisions in your organization?
 - Where do project or program ideas typically come from? (From the ED? From lower-level staff? From board members? From outside the organization?)



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CHECK WHO'S INCLUDED TOOL TEMPLATE

This tool is designed to help you visualize the power structure within your organization.

IMAGE CREDITS

Courtesy of Urban Design and the Color Line, Harvard Graduate School of Design

