NDEO Justice, Equity, Diversity and Inclusion Audit Protocol

The Audit and the Auditor

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Maryland Nonprofits
Familiarize with Leadership Team, Co-Team Leads and Workgroups with:

1) Review the purpose of the Audit process and the role of the Co-Team leads

2) Overview questions used in the Audit Tool that will be used by the NDEO JEDI Workgroups

3) Maryland Nonprofits role in the JEDI Audit.
**REVIEW**

**JEDI Workgroup Audit Process Flow**

- **JEDI Workgroup**
  - **Training**
    - Participate in JEDI Workgroup Training

- **Documentation Review**
  - Review Program / Organizational Documentation and Artifacts
  - Document observations
  - Identify additional questions for Program staff

- **Interviews**
  - Interview Program Staff
  - Document observations

- **Synthesize Observations**
  - Review and synthesize individual observations and document in JEDI Audit Worksheet

- **Analyze Results**
  - Synthesize and Analyze JEDI Audit Results
Use Your Skills as an Observer

Approach

Using the science of inquiry and a values-driven approach.

Curiosity, exploration and care

Guided Discovery

A process of guiding, identifying, evolving, assisting, adjusting, re-aligning

Overarching Questions

What do you see? What does it mean? Why does it matter?
Role of Co-Leads

Assist in Breakout rooms

- Email workgroup members and schedule workgroup team meetings
- Take note of questions or concerns
- Time keeping; Notetaking
- Remind participants of prompts for deep dive questions
- Communicate with Carmen and Mary
Audit Process

Individual auditors complete audit tool and upload to Maryland Nonprofits (MANO)

MANO combines team responses

Teams receive group responses and dives deep via Question Bank (Q-Bank)
Completes second survey (same tool as group)

All Workgroups/Teams gather as one group responses and dives deep via Question Bank (Q-Bank)

MANO/NDEO senior team review findings & move to next phase

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Facilitator - Q Bank

Sample Questions

• What does it look like?
• What is the value of doing it? Not doing it?
• What are the benefit to the membership, staff, board, others?
• Where is the policy actualized?
• What happens if this is lost?
• If it’s absent what is the impact?
• Who’s making the decision?
• How are decisions made?
• How are we advertising? To whom?
• What might happen if __ were included?
• What does this tell us?
• What opportunity are we missing?
• What is the next step? What might be the challenge?
• What might we recommend here?