



NDEO Justice, Equity, Diversity and Inclusion Audit Protocol

The Audit and the Auditor

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Purpose

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.

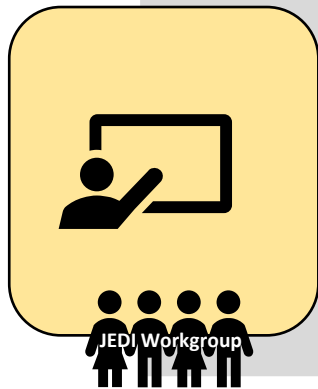


Photo by Kamryn Stargell courtesy of Tamara Irving

REVIEW

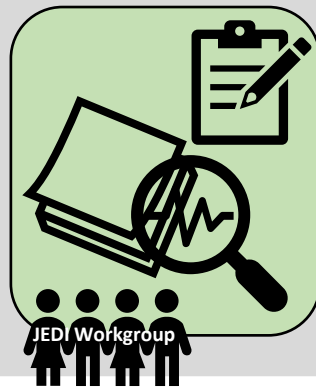
JEDI Workgroup Audit Process Flow

- Program / Organizational Assessments
- Organizational Survey
- Membership Survey



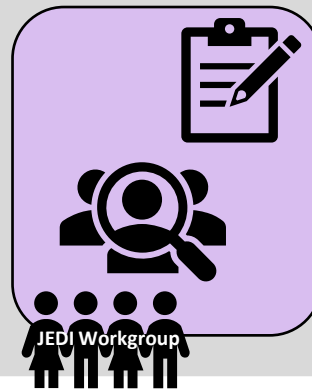
JEDI Workgroup Training

- Participate in JEDI Workgroup Training



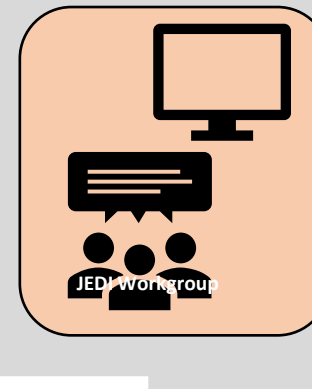
Documentation Review

- 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

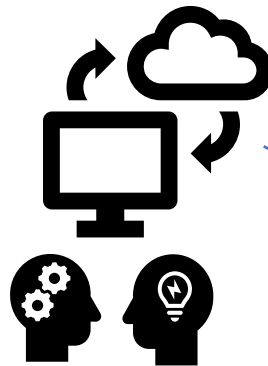
Audit Process



Auditors receive package:
(audit tools, links to
artifacts, documents) and
Team assignments.



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

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?