

## AEP 2024 DEI Strategic Goals & Plan

December 2023

### 2024 DEI Objectives

1. Hire a part-time employee to oversee implementation of the DEI strategic plan in addition to other responsibilities
2. Expand the AEP DEI Committee to include chapter representation and voice in DEI decision making
3. Develop and implement an outreach plan to increase student engagement and diversify membership
4. Develop an Environmental Justice Fellowship framework

### Proposed Plan

Objective	Activities & Deliverables			
	Q1 (Jan - Mar)	Q2 (Apr - Jun)	Q3 (Jul - Sep)	Q4 (Oct - Dec)
<b>1. Hire New Employee</b>	<ul style="list-style-type: none"> <li>- Finalize job description and open search for part-time position</li> <li>- Conduct targeted outreach to ensure diverse applicant pool of qualified candidates</li> <li>- Hire and onboard new employee, ideally in time to attend the annual conference</li> </ul> <p><b>Deliverable:</b> job description; new hire</p>	<ul style="list-style-type: none"> <li>- New employee supports DEI committee meeting logistics, begins developing outreach database</li> <li>- Research and develop framework for setting up affinity groups</li> <li>- Improve integration of inclusivity into all programming, marketing for programming, and related templates and materials</li> </ul> <p><b>Deliverable:</b> preliminary outreach database, affinity group framework</p>	<ul style="list-style-type: none"> <li>- Supports launch of affinity groups in collaboration with DEI Committee &amp; consultant</li> <li>- Supports continued implementation of Mentorship Program, ensuring integration with DEI committee</li> <li>- Finalizes and shares database</li> </ul> <p><b>Deliverable:</b> outreach database</p>	<ul style="list-style-type: none"> <li>- Conduct annual analysis of membership demographic data and member sentiments about AEP's commitment to equity; produce annual report in collaboration with consultant</li> <li>- Supports affinity groups in collaboration with DEI Committee &amp; consultant</li> </ul> <p><b>Deliverable:</b> DEI Annual Report</p>

Objective	Activities & Deliverables			
	Q1 (Jan - Mar)	Q2 (Apr - Jun)	Q3 (Jul - Sep)	Q4 (Oct - Dec)
<b>2. Expand DEI Committee</b>	<ul style="list-style-type: none"> <li>- Establish criteria, including roles &amp; responsibilities for committee members</li> <li>- Share with chapter leads to recruit new members (1 per chapter)</li> <li>- Introduce opportunity to participate in DEI Committee at summit / annual conference</li> </ul> <p><b>Deliverable:</b> DEI committee member description</p>	<ul style="list-style-type: none"> <li>- Recruit chapter members to attend first committee meeting</li> </ul> <p><b>Deliverable:</b> DEI Committee recruitment</p>	<ul style="list-style-type: none"> <li>- Continue expanding committee and receiving input from chapters</li> </ul> <p><b>Deliverable:</b> DEI Committee recruitment</p>	<ul style="list-style-type: none"> <li>- Committee input on AEP communications and involvement opportunities</li> </ul> <p><b>Deliverable:</b> Committee input on AEP communications and involvement opportunities</p>
<b>3. Develop Outreach Plan</b>	<ul style="list-style-type: none"> <li>- Collect data from chapters regarding current outreach strategies</li> </ul> <p><b>Deliverable:</b> Compiled data from chapters</p>	<ul style="list-style-type: none"> <li>- Committee in collaboration with new employee and consultant researches and develops outreach strategy</li> </ul> <p><b>Deliverable:</b> Compiled outreach strategy research</p>	<ul style="list-style-type: none"> <li>- Committee in collaboration with new employee and consultant develops outreach strategy and materials</li> <li>- Develop performance standard for implementation of outreach strategy (e.g., membership growth)</li> </ul> <p><b>Deliverable:</b> Outreach strategy; Performance metrics</p>	<ul style="list-style-type: none"> <li>- Committee leads new member outreach with focus on students</li> </ul> <p><b>Deliverable:</b> Outreach strategy documentation/ support</p>

Objective	Activities & Deliverables			
	Q1 (Jan - Mar)	Q2 (Apr - Jun)	Q3 (Jul - Sep)	Q4 (Oct - Dec)
<b>4. Pilot EJ Fellowship</b>	<ul style="list-style-type: none"> <li>- Discuss and refine fellowship purpose, criteria, compensation, curriculum, structure and budget in collaboration with consultant</li> </ul> <p><b>Deliverable:</b> Outline of Fellowship foundation to be built out by new employee with consultant support</p>	<ul style="list-style-type: none"> <li>- New employee to conduct landscape analysis to identify other fellowship models in the EJ space and otherwise</li> <li>- Establish fellowship purpose, criteria, compensation, curriculum, structure and budget</li> <li>- Reach out to EJ organizations for potential partnership</li> </ul> <p><b>Deliverable:</b> Finalized Fellowship program</p>	<ul style="list-style-type: none"> <li>- Progress report to AEP Board on EJ Fellowship criteria, curriculum, structure, and compensation</li> <li>- Announce EJ fellowship via email/website in early fall</li> <li>- Recruit applicants</li> </ul> <p><b>Deliverable:</b> EJ Fellowship Progress Report</p>	<ul style="list-style-type: none"> <li>- Select applicants and announce fellows for 2025</li> </ul> <p><b>Deliverable:</b> EJ Fellowship Program</p>

Proposed Roadmap

OBJECTIVE #1: Hire New Employee					
Timing	Activity	Owner(s)	Deliverable(s)	Milestone(s)	Metric(s)
Q1 (Jan - Mar)	Finalize job description and open search for part-time position	DEI Committee + <b>Consultant</b>	Job description	Job announcement out by end of January 2023	<i>Metrics to be identified and included in 2024</i>
	Conduct targeted outreach to ensure diverse applicant pool of qualified candidates	AEP Board + <b>Consultant</b>	Diverse applicant pool	Application closed mid-February	
	Interview + hire and onboard new employee, ideally in time to attend the annual conference	AEP Board	New employee	Interviews completed in Feb; new employee hired by March	
Q2 (Apr - Jun)	New employee supports DEI committee meeting logistics, begins developing outreach database	New Hire	DEI Committee meeting calendar	Regular cadence of meetings and calendar set by April	
	Research and develop framework for setting up Affinity Groups	New hire + <b>Consultant</b>	Affinity Groups framework		
	Improve integration of inclusivity into all programming, marketing for programming, and related templates and materials	New hire + <b>Consultant</b>	Updated materials	Ongoing, with initial updates made by June	

Timing	Activity	Owner(s)	Deliverable(s)	Milestone(s)	Metric(s)
Q3 (Jul - Sep)	Supports launch of affinity groups in collaboration with DEI Committee & consultant	DEI Committee + New hire + Consultant	Affinity Groups launch	Affinity groups announced to AEP members in September	
	Supports continued implementation of Mentorship Program, ensuring integration with DEI committee	New hire + Mentorship Committee	Mentorship supports identified	Ongoing	
	Finalizes and shares database	New hire	Outreach database	Ongoing, but initial database completed by September	
Q4 (Oct - Dec)	Conduct annual analysis of membership demographic data and member sentiments about AEP's commitment to equity; produce annual report in collaboration with consultant	New hire + Consultant	DEI Annual Report	Data collected and analyzed in the fall; report completed and shared with board by December	
	Supports affinity groups in collaboration with DEI Committee & consultant	New hire + Consultant	Affinity Groups	Affinity Groups' activities taking place in the fall	

**OBJECTIVE #2: Expand DEI Committee**

Timing	Activity	Owner(s)	Deliverable(s)	Milestone(s)	Metric(s)
Q1 (Jan - Mar)	Establish criteria, including roles & responsibilities for committee members	DEI Committee + <b>Consultant</b>	DEI committee member description	Description completed by February	<i>Metrics to be identified and included in 2024</i>
	Share with chapter leads to recruit new members (1 per chapter)	DEI Committee	All chapters informed of new DEI positions	Chapters informed early - mid-February	
	Introduce opportunity to participate in DEI Committee at summit / annual conference	DEI Committee + <b>Consultant</b>	Interest form at annual conference	DEI committee recruitment at annual conference in March	
Q2 (Apr - Jun)	Recruit chapter members to attend first committee meeting	DEI Committee + <b>Consultant</b>	DEI Committee recruitment	New DEI committee members	
Q3 (Jul - Sep)	Continue expanding committee and receiving input from chapters	New Hire + DEI Committee + <b>Consultant</b>	DEI Committee recruitment		
Q4 (Oct - Dec)	Committee input on AEP communications and involvement opportunities	New Hire + DEI Committee + <b>Consultant</b>	Committee input on AEP communications and involvement opportunities	Feedback gathered by December 2023	

**OBJECTIVE #3: Develop Outreach Plan**

Timing	Activity	Owner(s)	Deliverable(s)	Milestone(s)	Metric(s)
Q1 (Jan - Mar)	Collect data from chapters regarding current outreach strategies	DEI Committee + <b>Consultant</b>	Compiled data from chapters	Data compiled by April	<i>Metrics to be identified and included in 2024</i>
Q2 (Apr - Jun)	Committee in collaboration with new employee and consultant researches and develops outreach strategy	New Hire + DEI Committee + <b>Consultant</b>	Compiled outreach strategy research	Research findings completed by June	
Q3 (Jul - Sep)	Committee in collaboration with new employee and consultant develops outreach strategy and materials	New Hire + DEI Committee + <b>Consultant</b>	Outreach strategy	Draft strategy by September	
	Develop performance standard for implementation of outreach strategy (e.g., membership growth)	New Hire + DEI Committee + <b>Consultant</b>	Performance metrics	Performance metrics set by September	
Q4 (Oct - Dec)	Committee leads new member outreach with focus on students	New Hire + DEI Committee	Outreach strategy documentation/support	Student outreach activities throughout fall	

**OBJECTIVE #4: Pilot EJ Fellowship**

Timing	Activity	Owner(s)	Deliverable(s)	Milestone(s)	Metric(s)
Q1 (Jan - Mar)	Discuss and refine fellowship purpose, criteria, compensation, curriculum, structure and budget in collaboration with consultant	DEI Committee + <b>Consultant</b>	Outline of Fellowship foundation	Outline completed by March	<i>Metrics to be identified and included in 2024</i>
Q2 (Apr - Jun)	Conduct landscape analysis to identify other fellowship models in the EJ space and otherwise; Reach out to EJ organizations for potential partnership	New Hire + <b>Consultant</b>	Landscape Analysis	Landscape analysis completed by May	
	Establish fellowship purpose, criteria, compensation, curriculum, structure and budget	New Hire + <b>Consultant</b>	Draft Fellowship program	Fellowship Program Plan proposal to DEI committee by June	
Q3 (Jul - Sep)	Progress report to AEP Board on EJ Fellowship criteria, curriculum, structure, and compensation	New Hire + DEI Committee	Finalized Fellowship program	Fellowship Program Plan finalized by August	
	Announce EJ fellowship via email/website in early fall and recruit applicants	New Hire + DEI Committee	Fellowship application	Application launched in September	
Q4 (Oct - Dec)	Select applicants and announce fellows for 2025	New Hire + DEI Committee	Full fellowship cohort for 2025	Fellows announced by December	