



Community Sector Secretaries Course

Session three: Inclusion and Accessibility

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...."inclusive" refers to the extent to which an organisation comprises and welcomes a broad range of backgrounds and interests, taking into account issues of language, ethnicity and culture, gender, gender identity, sexual orientation, age, socio-economic status and disability."

Our Community

- It is the right thing to do!
- Enhances **quality** and **legitimacy** of the board
- Ensures **all** voices are heard
- **Stronger** more inclusive **culture**
- Practice what you preach!



Today's Resources

Succession Planning

[Board succession Part : Finding new board members](#)

[Board succession Part 2: Recruiting new board members](#)

[Board succession Part 3: Selecting the right board members](#)

[10 questions to ask about succession planning](#)

Induction

[Developing an effective induction process](#)

[Induction Checklist](#)

[Board member Induction Policy](#)

[Tips on Board Manual Contents](#)

Board diversity

[Board composition checklist](#)

[Why and how to achieve diversity on your board](#)

[Attracting diverse talent to the board](#)

[Youth on board](#)

[10 common mistakes in recruiting new board members](#)

[Watch Inclusive NFP governance Panel](#)

[Watch Ensuring Inclusivity: Understanding Australian Discrimination Law](#)

Passcode: Festival2024!

[Harvard Implicit Bias Test](#)

Looking outwards

Attracting
diverse
members

Inclusive
structures

Meetings cater
to member
needs

Psychological
safety

Succession
planning

Utilising
technologies

Looking inwards

Creating an
inclusive
culture

Addressing
unconscious
bias and norms

Supporting
members to
step up

What are you currently doing that is an example of inclusive practices?

Looking outwards

- Making the physical infrastructure accessible for people of all abilities
- Ensuring that the timing and its meeting duration is inclusive
- Meetings use simple language and presentation format
- Utilising AI and assistive technologies
- Creating Psychologically safe environment



How do we create a psychologically safe meeting?

Enhancing board diversity and inclusion

- Review your board composition
- Consider the demographic makeup of your board
- Look at how and when to start recruiting. Be creative
- Avoid making common mistakes when attracting new board members
- Set up the right support structures for diverse members





Succession Planning

- Be prepared before you start recruiting board members
- Think about your key objectives and what you need to achieve that
- Think about the board composition and conduct a skills and experience audit
- Focus on diversity
- Put your plan into action



Looking inwards

- Creating an inclusive culture
- Addressing unconscious bias and norms
- Supporting members to step up

What is unconscious bias?



What is unconscious bias?
How to deal with our bias?

How to deal with our bias

1. Know them well
2. Think Critically
3. Challenge assumptions and traditions

Breakout rooms

Don't forget someone to facilitate and report back

Attracting diverse members

Inclusive structures

Creating an inclusive culture

Meetings cater to member needs

Psychological safety

Addressing unconscious bias and norms

Succession planning

Utilising technologies

Supporting members to step up



What are the biggest barriers your board faces around accessibility and inclusion? What actions can you do to improve this?

10 min screen break



Breakout rooms

Don't forget
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What are the biggest
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Decision making

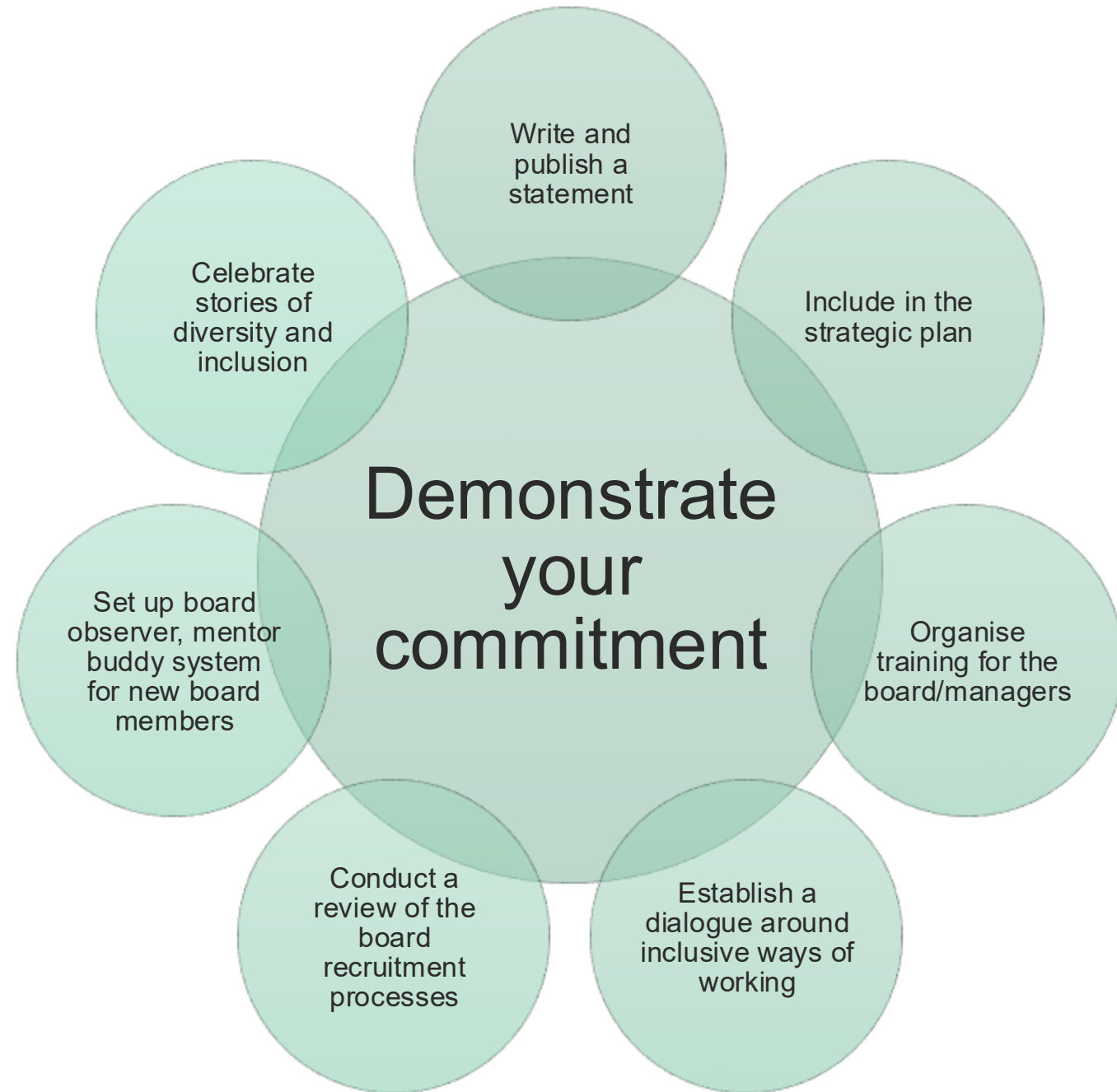
Who is missing from decision making on our board?
How can we include those voices?
Have you ever changed your decision based on someone's lived experience?

An Inclusive Induction Process



How do policies and practices support or hinder inclusion?

What boards can
do to be more
inclusive?



If we were truly living our inclusive values as a board, what would be different? What can you do as a Secretary?

Induction Planning Resources



- [Developing an effective induction process](#)
- [Induction Checklist](#)
- [Board member Induction Policy](#)
- [Tips on Board Manual Contents](#)

Breakout Reflection



Community of Practice

How will you stay connected?

Join the Not-for-profit Happy Hour
Facebook Group



Based on Allan, B. (2008). Knowledge creation within a community of practice

Congratulations

What next?

Take your governance skills to the next level with the Diploma of Governance.

Extend your leadership skills with our Leading for Transformation course.

Consider tailored training for your board to increase your collective skills.

Attend one of ICDA's upcoming training sessions.

Find more information about all aspects of governance in ICDA's help sheets

Join the Not-for-profit Happy Hour Facebook Group

Community Sector Secretaries - Feedback



<https://www.surveymonkey.com/r/2025Secretaries>