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ONTARIO COUNCIL

CFUW Club Action Checklist

Fostering Equity, Diversity, and Inclusion

Purpose: A practical guide for CFUW Club Executives and Boards to foster an inclusive culture, remove barriers to participation, and build authentic partnerships within local communities.

1 Outreach, Networking & Community Connections

Actions to broaden outreach and actively connect with diverse women in your local area.

- ☐ **Personal Reflection & Relationships:** Encourage members to reflect on their personal circles of friends. Building a genuinely diverse club starts with open, authentic personal friendships and active engagement in diverse community spaces.
- ☐ **Business & Professional Speaker Slots:** Invite women business owners and professionals from diverse backgrounds to speak at monthly meetings (e.g., a 5-minute “My Business and My Journey” spotlight before the main program).
- ☐ **Non-Partisan Support for Female Candidates:** Actively support and highlight women running for local political office across all political parties, making your support for female leadership publicly known.
- ☐ **Student & Youth Engagement:** Partner with local secondary schools with diverse student populations to offer community volunteer hours with CFUW, and invite students and their mothers/guardians to year-end events.
- ☐ **Local Community & Shelter Support:** Support local women’s shelters and establish board-to-board relationships and dialogue with executives from local cultural associations.
- ☐ **Presence at Ethnic Community Events:** Attend local cultural community events, introduce yourself to women leaders and attendees, and invite them to experience a CFUW meeting or event.

2 Inclusive Club Culture & Continuous Learning

Ensuring members cultivate a welcoming, respectful, and safe space for all women.

- ☐ **Proactively Avoid Tokenism:** Ensure diversity initiatives focus on meaningful inclusion, respect, and mutual collaboration rather than surface-level gestures.
- ☐ **Continuous EDI Education:** Encourage members to take Equity, Diversity, and Inclusion (EDI) courses so the club consistently offers a knowledgeable, welcoming, and safe environment.
- ☐ **Recognize Cultural & Religious Holidays:** Acknowledge diverse cultural and religious observances, attend community celebrations, and ensure major club meetings do not conflict with these dates.
- ☐ **Diverse Gender Representation:** Invite trans women and gender-diverse speakers to present to your club to broaden understanding and ensure full gender inclusivity.

3 Accessible & Welcoming Venues

Removing physical and social barriers to meeting attendance.

- ☐ **Utilize Public Libraries:** Host club events and public meetings at local libraries—they serve as familiar, neutral, and safe spaces for diverse communities.
- ☐ **Ensure Fully Accessible Sites:** Verify that all meeting sites are fully accessible for members and guests with physical or mobility challenges.
- ☐ **Proactive Disability Accommodations:** Actively welcome women who are Deaf, hard-of-hearing, blind, or low-vision, ensuring visual, auditory, and structural accommodations are in place for all events.

4 Visual Representation, Shared Events & Leadership

Building strong pathways for participation and representation.

- ☐ **Diverse Representation in Communications:** Use photos representing a diversity of women across all publications, social media, and promotional materials.
- ☐ **Display Inclusive Symbols:** Include diversity and inclusion flags/symbols across club publications and at event welcome tables.

- ☐ **Co-Host Cultural & Educational Events:** Partner with local cultural communities to co-host events, forums, or panel discussions on challenges and opportunities for women in specific communities.
- ☐ **Encourage Diverse Leadership:** Actively invite, support, and mentor members from equity-deserving communities into committee and executive board leadership roles.

Board Action & Planning Tracker

Use this section during executive meetings to set priorities for the program year:

Action Item	Lead Committee / Member	Target Date	Status
Example: Reach out to local library for venue booking	*Program Committee*	*October 15*	*In Progress*

Adapted for CFUW Clubs to support authentic outreach and equity-focused membership growth.