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# RIMS DEI Chapter Toolkit & Resources

*updated July 2024*

# Introduction

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The **RIMS Diversity, Equity, and Inclusion (DEI) Advisory Council** developed this Chapter Toolkit to assist chapters in embedding DEI principles into all aspects of their operations. This toolkit provides a variety of resources designed to guide chapter leaders in launching and advancing DEI initiatives.

Whether your chapter is just beginning its DEI journey or already has established programs, this toolkit offers support in sparking meaningful discussions, identifying opportunities, assessing your chapter's needs, and setting actionable DEI goals. These resources are flexible, allowing chapters to adapt them to their specific circumstances, with the understanding that each chapter is unique.

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# RIMS 2024 DEI Advisory Council

Our Purpose is to advise and support the advancement of DEIAB+ throughout the Society.

The Council, composed of risk professionals from various industries, helps create a culture and practice of DEI, through education, and tangible deliverables for RIMS Chapter, members, and volunteers.



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# 2024 Projects & Initiatives

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- ❖ DEI Chapter Leadership Award
- ❖ DEI Chapter Ambassador Program
- ❖ How to Host Accessible Meetings & Events
- ❖ How to Acknowledge Indigenous Communities
- ❖ How to Measure Success

# DEI Chapter Leadership Award

RIMS Diversity, Equity, and Inclusion (DEI) Chapter Leadership Award was established to recognize Chapters dedicated to advancing DEI programs within the risk and insurance communities and encourage other Chapters to embark on their own DEI journeys. Chapter winners will demonstrate exceptional commitment to DEI by dedicating time, resources, and thought leadership to promote diversity, equity, and inclusion within their membership and beyond.

## **Criteria:**

DEI-related initiatives should focus on the following criteria:

- Demonstrated leadership in advancing diversity, equity, and inclusion efforts.
- Developed and implemented innovative strategies or initiatives that foster inclusivity.
- Made a measurable impact on creating a diverse and inclusive environment.
- Collaborated with others to promote diversity and inclusion.
- Actively participated in relevant diversity and inclusion events or programs.
- Advocated for underrepresented or marginalized groups.
- Raised awareness and educated others about diversity, equity, and inclusion issues.

# Award Guidelines

## Eligibility

All RIMS Chapters are eligible to apply. Involvement in activities must be DEI-related and performed in 2024.

## Submission Process

The deadline to submit the [DEI Chapter Leadership Award Nomination Form](#) will be Monday, January 6, 2025.

Chapters must submit a comprehensive application that highlights DEI content, use of resources, and thought leadership.

The RIMS DEI Advisory Council will evaluate all applications received and select the winner. Supporting documents, such as testimonials, letters of recommendation, or examples of projects, may be requested.

## The Award

The winning chapter will receive a \$5,000 cash award to be used to further advance their DEI initiatives, such as hosting DEI-related events, training programs, or other relevant activities in their current Chapter.

The winner will be announced during the Awards and Recognition Luncheon at RISKWORLD 2025. The winning chapter will receive a cash award to be used to further advance their DEI initiatives.

Link to [DEI Chapter Leadership Award Guidelines](#)

Link to [Award Nomination Form](#)

Contact RIMS DEI Advisory Council at [DEI@RIMS.org](mailto:DEI@RIMS.org) with any questions or concerns.

# Congratulations to the RIMS Ontario Chapter for winning the inaugural DEI Chapter Leadership Award in 2024!



# DEI Chapter Ambassador Program Overview

The DEI Chapter Ambassador Program is designed to strengthen and enhance the existing Diversity, Equity, and Inclusion (DEI) initiatives at both the global and chapter levels. The purpose of this program is to create a network of DEI advocates within each chapter, ensuring alignment with RIMS' broader DEI goals while tailoring efforts to local needs and opportunities.

## **Program Goal:**

The goal of the DEI Chapter Ambassador Program is to foster a collaborative environment where DEI Ambassadors serve as liaisons between their chapters and RIMS, sharing successes, addressing challenges, and identifying opportunities to improve DEI efforts. Ambassadors will work to elevate DEI awareness and action, driving inclusive initiatives that benefit chapter members and the wider risk and insurance community.

## **Responsibilities:**

- Act as a bridge between RIMS and the local chapter, ensuring that DEI strategies are effectively implemented at both levels.
- Share best practices, innovative ideas, and collaborative strategies during quarterly meetings with other RIMS DEI Ambassadors.

## **Examples of Chapter Deliverables:**

- Organizing chapter-level DEI events, such as workshops, panel discussions, or networking events focused on inclusivity and diversity in the risk and insurance industry.
- Creating partnerships with local organizations, universities, or affinity groups to promote DEI efforts within the chapter.
- Developing chapter-specific DEI goals and metrics to track the impact of initiatives on chapter membership and engagement.
- Advocating for underrepresented groups in chapter programming and encouraging diverse participation in chapter leadership roles.
- Hosting educational sessions on DEI topics for chapter members, raising awareness and promoting learning.

# Ambassador Description Overview

*This position title and deliverables may vary from Chapter to Chapter.*

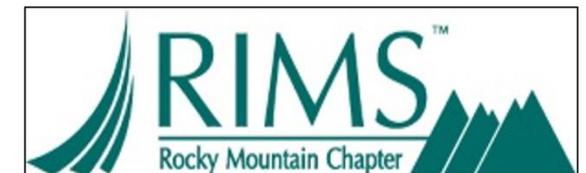
Objective: Lead DEI programs and initiatives for the chapter to pursue in alignment with RIMS DEI Vision Statement and the DEI Advisory Council. Broaden RIMS member base and promote an inclusive and equitable Chapter and Society.

Responsibilities may include:

- ❖ Work with your Chapter to set and advance strategic priorities related to diversity, equity and inclusion to attract underrepresented groups to the RIMS community and serve as ambassadors to your industry peers and colleagues on DEI.
- ❖ Champion DEI awareness and programs with local RIMS members, volunteers, and the local risk and insurance community.
- ❖ Build local DEI partnerships with external organizations and sponsors for various RIMS programs and events and enhance supplier diversity efforts.
- ❖ Drive awareness, commitment and accountability for DEI initiatives by speaking at events and other programs.
- ❖ Provide expertise and guidance on DEI topics while continuously enhancing your own knowledge. Improve and expand the Chapter's DEI efforts by staying updated on best practices and standards. Advocate for inclusion, be a DE&I role model, and apply a DEI perspective to all initiatives and discussions within your chapter leadership, not just DEI events and communications.
- ❖ Time Commitment: 10 (ten) hours per month.
- ❖ Measure of Success: Completion of goals established by local Chapter Board.

# RIMS Chapters with DEI Ambassadors

*(includes Officers, Directors, Representatives, & Committees)*



# How to Guides

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- ❖ How to Start a DEI Chapter Program
- ❖ How to Partner with Local Affinity Groups
- ❖ How to Host Accessible Meetings & Events
- ❖ How to Acknowledge Indigenous Communities
- ❖ How to Measure Success

# DEI Chapter Programs

When developing a program, consider the following:

- ❖ Purpose: Define what DEI means in your chapter. What is the purpose, mission and goal of your program?
- ❖ Metrics: What are the demographics of your chapter? Identify metrics to evaluate outcomes and progress, and regularly assess progress.
- ❖ Governance: Establish a governance body and define leadership roles and expectations; Appoint a Chapter DEI Ambassador.
- ❖ Training: Provide training on cultural competency and bias awareness.
- ❖ Communication: Encourage open communication and feedback channels, and craft communications that reach the intended audiences.
- ❖ Accountability: Continuously measure, monitor, and report to build accountability for action and progress.

# RIMS Affinity Partners



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# Inclusive & Accessible Meetings and Events

## Ten Things Meeting Pros Can Do to Improve Diversity, Equity, Inclusion, and Accessibility

When planning an event, consider the following actions:

1. Track key metrics across your events.
2. Include DEIA questions in your RFPs with suppliers.
3. Create a DEIA pledge and code of conduct for attendees
4. Reevaluate your content development.
5. Collaborate with sponsors and other partners to provide scholarships for increased access to your events.
6. Ask vendors if their platforms meet [Web Content Accessibility Guidelines](#).
7. Train your speakers on [best practices in accessibility for presentations](#).
8. Conduct an [accessibility audit](#) of your in-person and digital events.
9. Use diverse imagery in collateral and websites.
10. Recognize that DEIA is an ongoing learning process with yet more to discover.

Resource: [https://www.asaecenter.org/resources/articles/an\\_plus/2022/07-july/ten-things-meeting-pros-should-start-doing-now-to-improve-diversity-equity-inclusion-and-accessibility](https://www.asaecenter.org/resources/articles/an_plus/2022/07-july/ten-things-meeting-pros-should-start-doing-now-to-improve-diversity-equity-inclusion-and-accessibility)

# Acknowledging Indigenous Attendees

When hosting an event, it's important to acknowledge the traditional owners of the land. This gesture shows respect to indigenous people and highlights their often-overlooked stories.

The format of an acknowledgement will vary depending on where you are meeting but should consider:

- ❖ Identify: Research the indigenous people of the land you're on. If unsure, use a general acknowledgment.
- ❖ Articulate: At the start of your meeting, say something like, "We acknowledge that we are on the traditional land of the \_\_\_\_\_ People." You can expand on this with additional resources.
- ❖ Deliver: Support your acknowledgment by involving indigenous communities in future events, such as inviting them as speakers or partnering with indigenous-owned businesses.

Additional resources:

- ❖ [A guide to Indigenous land acknowledgment - Native Governance Center](#)
- ❖ [Welcome to Country or Acknowledgement of Country | Indigenous.gov.au](#)

# Measuring Success

## Publicly Identify Goals and Objectives

Examples:

- ❖ Establish DEI Committee or Board Position
- ❖ Increase Diverse Representation at the Chapter and Board Level
- ❖ Increase # of DEI Programming and Events
  - ❖ Increase Participation in DEI Programming and Events w/in Community
- ❖ Increase Supplier Diversity

## Track Progress

- ❖ Chapter Member Surveys
  - ❖ Overall member satisfaction with Chapter DEI Initiatives
- ❖ # of DEI Events/Programming
  - ❖ Participation rates
- ❖ % Diverse Chapter Members
- ❖ % Diverse Members @ Leadership Levels in Chapter

## Strengths and Opportunities

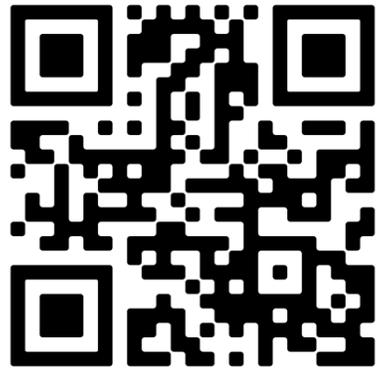
- ❖ What should we continue? How can we improve?

# Chapter Resources

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- ❖ RIMS Engage
- ❖ RIMS Diversity Calendar
- ❖ RIMScast
- ❖ RIMS Mentor Match Program

# RIMS Engage



To access the RIMS Engage platform:

1. Log into your profile from the rims.org homepage.
2. Click on **Community** (in the banner) and then **Engage**.
3. Under **Communities**, go to **My Communities** and search for the **DEI Chapter Ambassador Forum**.

A screenshot of the RIMS Engage website's 'My Communities' page. The page features a dark blue header with the RIMS Engage logo and navigation links: Home, Browse, Communities, Events, and Get Involved. A search bar and a 'Create' button are also visible. Below the header, the title 'My Communities' is displayed. A 'Create a New Community' button is located on the right. The main content area shows '1 total' community listed. The community is titled 'RIMS DEI Chapter Ambassador Forum' and includes a welcome message: 'Welcome to the RIMS DEI Chapter Ambassador Forum! This forum was created to be a safe space for DEI Chapter Ambassadors and members of RIMS DEI Advisory Council to connect, share best practices, resources, and to support one another on their DEI journey. We encourage you to post questions, seek advice, share upcoming DEI-related events and Engage!'. The post is attributed to 'admin' and dated 'last person joined 22 days ago'. On the right side of the community entry, there are statistics: 'Discussions 29', 'Content 1', and 'Members 23'. Filter options for 'All Community Types', 'Communities to which I belong', 'Alphabetical', and '20 per page' are also present.

# RIMS Diversity Calendar



Use the Diversity Calendar as a guide to make sure you remember all the important holidays and monthly observances throughout the year when planning your next event.

The screenshot shows the RIMS Diversity Calendar website. At the top, there is a navigation bar with links for 'About Us', 'Membership', 'Advocacy', and 'Login'. Below this is a secondary navigation bar with 'RESOURCES', 'COMMUNITY', 'CERTIFICATION', 'TOOLS', 'EDUCATION', and 'EVENTS'. The main content area features the RIMS logo, a search bar, and a 'Select Language' dropdown. A central section titled 'RIMS Diversity Calendar' includes icons for 'DEIB Tips', 'Dietary Considerations', 'Recipes', and 'Inclusion Insights'. Below this is a calendar navigation for 'June 2024' with a 'Go To' button and a date '06/21/2024'. A row of buttons includes 'Monthly Themes', 'View', 'Legend', 'Downloads', and 'Share'. A large banner image shows a diverse group of people, with text overlays for 'LGBTQ+ Pride Month', 'Juneteenth', and 'Caribbean-American Heritage Month'. At the bottom, a calendar grid shows the days of the week and specific dates with associated observances: Sunday (Canada National Acc), Monday (United State: Memorial Day), Tuesday (United State: Trail of Tears), Wednesday (United Nation International T), Friday, and Saturday (United Nation Global Parent).

Link to [RIMS Diversity Calendar](#)

# RIMScast



Listen to leading DEI experts in the risk management community for important news and updates on the latest DEI topics!

**RIMSCAST**  
The Top Risk Management Podcast

**Spencer 2024 Funding  
Their Future Honoree**  
Lilian Vanvieldt-Gray



**DOWNLOAD TODAY!**

**RIMSCAST**  
The Top Risk Management Podcast

**IDEAs in DEI**  
with Michael Bach



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**Shared DEI Visions**  
with Jose Aponte of  
LAAIA Atlanta



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**Including Disability  
in DEI Efforts**  
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**Giving Back**  
with APIW President Liz Kramer



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#PrideMonth with  **RAINBOW RISK ALLIANCE**

**RIMSCAST**  
The Top Risk Management Podcast

**Risk Leadership in 2024**  
with RIMS CEO  
Gary LaBranche



**DOWNLOAD TODAY!**

# RIMS Mentor Match Program



The RIMS Mentorship Program demonstrates RIMS' commitment to your professional growth.

This unique program connects you with other risk and insurance professionals to share experiences and insights, whether they are in the same city or across the globe.

## Benefits

...as a Mentor

- ❖ **Personal Growth:** Improve leadership and communication skills. Gain new perspectives.
- ❖ **Professional Satisfaction:** Help develop future professionals. Give back to the industry.
- ❖ **Networking Opportunities:** Connect with mentees and other mentors.

...as a Mentee

- ❖ **Guidance and Support:** Get advice and insights from experienced professionals.
- ❖ **Skill Development:** Enhance skills and knowledge with personalized feedback.
- ❖ **Networking Opportunities:** Build a strong professional network.

**Mentor Match**, an online tool, facilitates these connections by allowing mentees to search for mentors based on specific criteria, ensuring a good match in experience and expertise.

Get started here: [RIMS Mentorship Program](#)

# Diversity Across the Globe

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❖ International Insurance Inclusion Networks

# International Insurance Inclusion Networks



Six free-to-join and volunteer-led EDI networks operating across the insurance industry and aligned businesses, working to drive positive change in the insurance industry across the London Market, UK, and globally.

[www.insuranceinclusionnetworks.org](http://www.insuranceinclusionnetworks.org)