## ABA Racial Justice Improvement Project Organizational Planning Form

This document is designed to help the Task Force Facilitator organize the task force and do the initial planning for task force meetings. This document need not be submitted to the ABA.

1. **Resources:** What existing resources does the group have access to that can be utilized to advance your efforts (e.g. meeting space, conference phones, law clerks, administrative assistants, online survey software, etc.). What additional resources should be explored?

**2. Subcommittees:** Are the issues/tasks such that there is a need for a subcommittee structure? If so, identify the subcommittees and their respective charges. How will the work of the subcommittees be tied back to the core group?

3. Composition: Which other stakeholders should be invited to participate? Does the group have representation from the implicated system points? Is their representation from racial/ethnic groups? How do you get additional stakeholders to the table? What message would entice other stakeholders to join and become actively engaged in your team? Have the key stakeholders designated a "back-up" person who will attend meetings and have authority to make decisions on behalf of the agency/department/organization?

