

Inclusive committees

Consider

Who?



- Is your committee representative of the diversity of the wider community?
- Does the committee represent and reflect a wide range of views and experiences?

Where?



- Is the location suitable for all?
- Is it accessible for anyone with access requirements (mobility, hearing, sight etc)? **See our quick guides to inclusive communications and events.**
- Are members able to participate in meetings remotely?
- Are virtual meetings held using software that is generally accessible to all? Are captions enabled?

When?



- Could the chosen meeting time prevent anyone from attending?
- Could you alternate days and times of meetings to maximise attendance by everyone?
- Have you considered school holidays and religious holidays or events?
- Have you built in time for appropriate 'access breaks', for example, a 5-10 minute rest break every 60 minutes?

What?



- Are your resources (for example, meeting papers, web pages, reading materials) suitable and accessible for everyone? **See our quick guide to inclusive communications.**
- Will anyone be excluded by the format or wording you choose?
- Have you consistently used inclusive language in your written resources, such as gender-neutral terms (for example, 'chair' instead of 'chairman', 'they' instead of 'he or she')?
- Is inclusion and diversity a standing item on your agenda? **Use our template agendas and minutes.**



Act

Listen



- Listen to everyone.
- Give everyone an opportunity to raise their opinion by providing alternative methods, such as a chat window or sending an email before or after the meeting. Ensure these are actively monitored by the chair.
- Ensure that perspectives arising from personal experience, particularly those from members of underrepresented groups, are heard and respected.

Speak



- Express your opinion.
- Join the discussion, whether by speaking up in person or by an alternative means of engagement.
- Remember that your input is uniquely valuable; ensure that you consider your perspective equally as important as every other person's.
- Use your voice to amplify those who may not be heard. For example, our [booklet on LGBT+ allyship](#) includes tips on how to act as an advocate.

Record



- Distribute papers in advance.
- Minute your discussions, and distribute the minutes as soon as possible after the meeting, in an accessible format. For more information on accessible formats, [see our quick guide to inclusive communications](#).
- Consider taking live minutes if participants require remote attendance but cannot call in.



Reducing implicit bias

Are you aware of your own implicit bias?



Our decisions and actions are influenced by our background, experiences and society, often without us realising. Being aware of our own biases is the first step to reducing them.

Take this test to discover your own biases

Once we recognise our implicit bias and accept that it may influence our conscious attitudes and behaviour, we can take steps to mitigate it.

Watch our video on tackling the effects of bias in decision making

- Be aware of how your own biases may impact your participation in discussion, for example:
 - Do you default to certain committee members on a given topic?
 - Do you allow certain committee members more or less time to speak than others?
 - Do you consider particular issues on the agenda higher priority than others?
- Work to combat your biases by noticing and consciously correcting these instincts in your behaviour.
- Be proactive in mitigating the impact of bias. For example:
 - If a committee member is interrupted, draw attention back to them: *"What were you going to say?"*
 - Amplify others' voices: *"I think [X] made a valuable point when they said ..."*
 - Consider those who are not in the room: *"Have we considered the needs of [X underrepresented group]? Should we seek external consultation?"*



Together we can help make chemistry truly for everyone.
[See our quick guides for more help with inclusive events, communications, and committees.](#)