



American Planning Association  
**California Chapter**

*Creating Great Communities*

**DATE:** October 12, 2020

**TO:** APA California Chapter Board

**FROM:** Miroo Desai, VP Diversity and Equity

**SUBJECT: Chapter and Section Board Demographic Data**

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One of our guiding values and objectives is “to increase the diversity of the planning profession, and the membership and the leadership of our organization.” We currently do not have a mechanism that allows us to assess the diversity in our APA leadership both at the State level as well as at the Section level. In order to put in place a method that assesses our progress on this metric, I propose the following:

- (1) Establish a baseline for 2020 through completion of the attached survey by all current Chapter Board and Section Board members by the end of the year; and
- (2) Establish a practice where APA staff asks new members joining the Chapter Board to fill out the attached survey as part of their orientation; and
- (3) Establish a practice where Section Directors ask new Board members in their Section to fill out the attached survey, then report the data to the State APA staff. The completed surveys would be submitted to APA staff by January 31 of each year.

It would be the responsibility of the VP Diversity and Equity to ensure that the above data collection mechanism is implemented annually; share a summary report with the Chapter Board no later than March 31 of each year; and make anonymized data available when requested by Board members or staff.

## **Demographic Survey For State and Section Board Members**

The primary function of this survey is to gather and track basic demographic data of our Board members. It also asks questions related to your self-identification and personal characteristics. Each question is optional, but we greatly appreciate your full participation. This will allow us to gauge our performance in attracting a diverse group to carry out APA's functions at the State and Section levels, and reflecting the diversity of our membership and the communities we serve

This survey will be filled out by every member of the State and Section Boards.

1. What is your position on the Chapter and/or Section Board?
2. What is your age?  
Answers: Each person fills in their own.
3. What is your race/ethnicity as defined by U.S. Census Bureau categories?  
Answers: Select from menu of answers:
  - White
  - Black or African American
  - American Indian or Alaska Native
  - Asian
  - Native Hawaiian or Pacific Islander
4. How do you identify your own race/ethnicity?  
Answers: Each person fills in their own.
5. Please indicate your generational status:  
Answers: Select from menu of answers:
  - All of my grandparents and both of my parents were born in the United States
  - Both of my parents were born in the United States
  - One of my parents was born in the United States
  - Neither of my parents were born in the United States
  - I was not born in the United States
6. What is your sex?  
  
Answers: Select from menu of answers:
  - Male
  - Female
  - Preferred response not listed
7. If your preferred response was not listed above, please specify.  
Answers: Each person fills in their own.

8. What is your gender/gender identity?  
Answers: Select from menu of answers:
- Man
  - Woman
  - Transgender/Gender Non-Conforming
  - Preferred response not listed
9. If your preferred response was not listed above, please specify.  
Answers: Each person fills in their own.
10. What is your sexual orientation?  
Answers: Select from menu of answers:
- Heterosexual
  - Bisexual
  - Gay/Lesbian
  - Queer
  - Questioning
  - Asexual
  - Preferred response not listed
11. If your preferred response was not listed above, please specify.  
Answers: Each person fills in their own.
12. Do you have a physical disability? If so, what is it?  
Answers: Each person fills in their own.
14. What is your educational background?  
Answers: Select from menu of answers:
- High School Diploma
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
  - Other Advanced/Professional Graduate Degree (JD, MBA, etc.)
  - Doctorate
15. Are you a certified planner (AICP)?  
Answers: Select Yes or No