



Understanding How Inclusion Relates to Your Department: Executive Office

Directors, CEOs, and governing boards set the tone for a culture that is inclusive of people with disabilities. Establishing an expectation of accessibility throughout every department is the first step toward engaging all audiences. As you continue to develop the future direction of your institution, consider the following opportunities to enhance access and inclusion throughout your institution:

- Incorporate access and inclusion in your vision and mission statements.
- Include goals that relate to access and inclusion in your strategic plan.
- Ensure that your institution complies with laws such as the Americans with Disabilities Act (ADA) and the Rehabilitation Act throughout all activities (developing programs, conducting renovations, hiring staff, etc.).
- Designate a staff member as the ADA/504 coordinator (Americans with Disabilities accessibility coordinator).
- Develop an ADA plan to identify what modifications, improvements, or additions need to enhance access.
- Establish internal grievance procedures for individuals with disabilities.
- Conduct a self-evaluation of all policies, practices, and programs to ensure equal access to people with and without disabilities.
- Establish an advisory board of museum-goers with disabilities and leaders in the disability community to provide input on your ADA plan and its execution. This input will help you maximize your investment in inclusion and access.

Access these resources to learn more about leading accessibility initiatives:

- *Museums: A Whole New World for Visually Impaired People*
<http://dsq-sds.org/article/view/3761/3276>
- Cultural Access Network of New Jersey Self-Assessment Planning Survey
http://njtheatrealiance.org/ada-ADA_Self_Assessment_Planning_Survey