# Employee Resource Groups (ERG) Charter Template

## Purpose

Diversity is vital for *<Company Name>* ability to grow and innovate in such a fast-changing environment.

Employee Resource Groups (ERGs) are an integral component of *<Company Name>* commitment to help us drive change in diversity and inclusion.

It allows us to capitalize on the extraordinary resources of *<Company Name>* employees. Best practices from other organizations indicate that when ERGs are established, employees become more engaged in identifying ways to leverage diversity and increase inclusion. ERGs support *<Company Name>* commitment to promoting diversity and inclusion, as well as employees’ professional development.

## ERG – Employee Resource Groups

ERGs are employee led, self-directed voluntary groups that offer opportunities to network internally, to attract a diverse employee base, to provide the inclusion of ideas and solutions, and to create opportunities for mentoring and career development.

#### ERG Examples

* Women in the workforce
* Veterans
* Multi-Cultural
* LGBTQ+
* Working parents
* Single parents

### Employees who join ERGs can

* Serve as champions for diversity and inclusion at *<Company Name>* and help identify opportunities for us to become more inclusive.
* Identify best practices throughout the organization and get those communicated as broadly as possible for others to consider using.

### Objectives

* Support global diversity and inclusion and serve as a resource when needed
* Share knowledge, raise cultural awareness and act as a bridge across cultural issues – improving *<Company Name>* cultural competence
* Work as an employee support system providing education, personal growth, information, and idea sharing
* Help with recruitment and retention efforts when possible
* Support managerial effectiveness, leadership development, and communication with employees
* Bring new ideas to management
* Work to enhance civic engagement and strengthen*<Company Name>* links to, and image in, the community
* Share best practices and learnings with other ERGs
* Remain neutral on political, religious, and ideological issues, both inside and outside *<Company Name>*
* Comply with all policies, guidelines, and rules

### Resource Groups do not

* Engage in any activity that is inconsistent with *<Company Name>* mission or values
* Exclude employees from participating in meetings or activities
* Advocate for or take a position that could be considered exclusive
* Engage in discriminatory conduct on any basis
* Promote political, religious, or ideological views, agendas or causes
* Engage in political activities, make political or legislative endorsements, or promote candidates for public office maybe clarify group vs individual (individuals can pursue political activities outside of company)
* Engage in fundraising activities, either internally or externally, without advance approval
* Make direct charitable donations

Membership

ERGs are open to all employees on a voluntary basis.

How to start an ERG

Groups seeking official recognition as an ERG should submit the following information to *<Identified Company Email Alias>*

* Proposed name of the group
* A mission statement demonstrating how the group will support its members and *<Company Name>* commitment to diversity & inclusion
* The names of at least five employees seeking to establish this group

### Key Roles & Responsibilities:

#### ERG Advisor

A VP or above supporter and advocate for the group who provides strategic guidance and serves as a liaison to other leaders and HR. He/She should mentor and guide the ERG members in their efforts to create a dynamic, inclusive workplace.

#### ERG Chairperson

The overall lead for the ERG who manages the group and is responsible for communications, activities, and frequency of meetings. Resource Groups will meet quarterly at a minimum.

#### ERG Bookkeeper

ERG member who will be responsible for managing the annual budget. The bookkeeper is responsible to provide accounting of their expenses to HR at the end of the fiscal year.

### Organizational Support

Each group will have an annual budget of *<pre-defined amount>*, funded by HR/General Fund, at the beginning of each fiscal year (or pro-rated based on when in the budget year the group is established). The ERG will provide an accounting of their expenses to HR at the end of the fiscal year. Unused funds cannot be rolled over to the following year. The budget is intended to support ERG activities in all offices.

*<Company Name>* reserves the right to dissolve an Employee Resource Group if the leadership of the group requests that the group be dissolved, or if the group is found to be out of compliance with *<Company Name>* guidelines, other policies or rules.

### How, specifically, can an ERG support employees’ professional development?

There are many ways this could occur. Examples include:

* By inviting speakers to ERG meetings based on member interest
* By using their annual *<pre-defined amount>* budget to conduct educational seminars based on member interest
* By assuming leadership roles on the ERG
* By identifying colleagues who could serve as informal mentors

### ERG KPIs

Specific Key Performance Indicators (KPIs) should be established for each ERG to measure effectiveness of the of the group.

#### Potential KPIs

* Growth in number of members year over year (Y/Y)
* Number of initiatives held annually

### What if I have a question about ERGs?

You can email *<Identified Company Email Alias>* at any time.