

Employee Resource Group - Sample Charter



Please note that this is a sample charter. You should edit, add, and delete content from this as necessary to customize it for your company's needs.

Purpose

Diversity is vital for [INSERT YOUR COMPANY NAME HERE]'s ability to grow and innovate. Employee Resource Groups (ERGs) are an integral component of [INSERT YOUR COMPANY NAME HERE]'s commitment to create an inclusive culture and foster a sense of belonging in our community.

ERGs allow us to capitalize on the extraordinary resources of [INSERT YOUR COMPANY NAME HERE] 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 [INSERT YOUR COMPANY NAME HERE]'s commitment to promoting diversity and inclusion, as well as employees' professional development.

Roles & Responsibilities

All participants of ERGs are expected to:

- Serve as champions for diversity and inclusion at [INSERT YOUR COMPANY NAME HERE] 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.

Additionally, we require that the following roles be filled, and information communicated to [HR CONTACT OR OTHER APPROPRIATE PERSONELLE AT YOUR COMPANY] for our records:

ERG Advisor

Additionally, we require that the following roles be filled, and information communicated to [HR CONTACT OR OTHER APPROPRIATE PERSONELLE AT YOUR COMPANY] for our records:

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.

Objectives

The [INSERT SPECIFIC ERG NAME HERE] ERG's objectives are to:

- 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 cultural competence at [INSERT YOUR COMPANY NAME HERE]
- 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 [INSERT YOUR COMPANY NAME HERE]'s links to, and image in, the community
- Share best practices and learnings with other ERGs

Key Performance Indicators (KPIs)

The following Key Performance Indicators (KPIs) have been established to measure effectiveness of the of the group:

- Remain neutral on political, religious, and ideological issues, both inside and outside [INSERT YOUR COMPANY NAME HERE]
- Comply with all policies, guidelines, and rules

Additional Expectations

Additionally, we expect that [INSERT SPECIFIC ERG NAME HERE] ERG will:

- Remain neutral on political, religious, and ideological issues, both inside and outside [INSERT YOUR COMPANY NAME HERE]
- Comply with all policies, guidelines, and rules

Membership

ERGS are open to all employees on a voluntary basis.