

# Employee Resource Groups Toolkit

This tool provides a framework for establishing and managing Employee Resource Groups (ERGs) within an organization.

## ERG Charter Template:

Mission Statement:

Objectives:

Membership Criteria:

Leadership Structure:

Meeting Frequency:

Budget and Resources:

## ERG Launch Checklist:

- |  |   |
|--|---|
| <input type="checkbox"/> Identify ERG focus and target community | <input type="checkbox"/> Plan kick-off event        |
| <input type="checkbox"/> Recruit core leadership team            | <input type="checkbox"/> Create communication plan  |
| <input type="checkbox"/> Develop ERG charter                     | <input type="checkbox"/> Set up collaboration tools |
| <input type="checkbox"/> Secure executive sponsor                | (e.g., Slack channel, SharePoint site)              |

## Annual ERG Plan Template:

Q1 Objectives:

Q2 Objectives:

Q3 Objectives:

Q4 Objectives:

Key Events:

Professional Development Activities:

Community Outreach Initiatives:

### **ERG Impact Measurement:**

Membership Growth: \_\_\_\_\_ %

Event Attendance: \_\_\_\_\_ %

Member Satisfaction: \_\_\_\_\_ /5

Contributions to Business Objectives:

Success Stories:

### **ERG Best Practices:**

- Regular communication with members and allies
- Collaboration with other ERGs
- Alignment with organizational goals
- Rotation of leadership roles
- Ongoing education and awareness activities