## Starting an Employee Resource Group (ERG) **WORKING GROUP FORMATION STAGE MONTH 1-2** Select a leader or co-leaders for Meet with ERG leaders to solicit Leaders develop an the ERG working group from Yes feedback on how to recruit announcement to recruit those involved in DEI Leaders working group members Your working group members programming efforts Does the evaluate and organization organization select working wants to start have ERGs? group an ERG members Select a leader or co-leaders for No Contact the DEI team or DEI team develops an the ERG working group from executive leadership to discuss announcement to recruit those who have expressed next steps working group members interest CHARTER DEVELOPMENT STAGE **MONTH 3-6** Leaders set recurring Once the draft charter and Working group members Leaders set the first Receive approval of meetings and benchmarks Present to your branding is complete, identify individuals within meeting, preferably a lunch charter or make edits as Design a logo and brand for for completing an ERG organization's prepare a presentation to the organization who can or breakfast "get to know needed and resubmit your ERG charter and build the leadership leadership for approval and provide feedback on the each other" and establish a business case by hosting for approval draft charter and make edits communication channel buy-in events to generate interest **Ensure charters align** with the organization's priorities, goals, and mission statement **STARTUP STAGE MATURING YOUR ERG MONTH 7-9+** Define specific roles for ERG officers - Map stakeholders needed for Once all roles have been Brainstorm and plan an **Incorporate DEI priorities** Develop an announcement collaboration on Reach out to working Establish a recurring and feedback from seeking executive filled, begin crafting a six ERG launch event where all programming group members to fill meeting schedule with all sponsorship and send to month work plan and employees at the members in the Establish financial support officer position for the first **ERG** members and make leadership throughout the potential programming organization are invited to development of yearly work from the organization year of the ERG progress on initial workplan join and get involved plan and programming organization activities