



TERMS OF REFERENCE (TOR) TEMPLATE

Terms of Reference (ToR) will set out the working arrangements for your network and list vital information including:

- the purpose of your network,
- chair and membership,
- meeting schedule,
- level of administrative support,
- dispute resolution processes.

You want to include the purpose of your ERG in the terms of reference because one of the most important questions when starting an ERG is to establish its role within the organisation.

Your ToR does not have to be very long or formal. You just need to make sure that it explains to everybody in the organization:

- why your ERG exists,
- what it does,
- what it does not do,
- how it will operate.

ToR for ERGs are sometimes called ERG Charter.

TIP:

Terms of reference provide a documented basis for making future decisions and for confirming a common understanding of the scope of ERG activities among all stakeholders.



EXAMPLE OF TOR

Below is a ToR template that ERGs can use.

1. Role/Purpose

The mission of the Pride ERG is to celebrate the vibrant community of LGBTQIA+ employees in our company, and to provide them with the resources needed for growth and development. The Pride ERG creates a more inclusive workplace through:

- education,
- communication,
- mentorship.

2. Term

This Terms of Reference is effective from (insert start date) and continues until the (insert expected date of completion of the network) will be ongoing until changed or terminated by agreement.

3. Membership

Every employee and temporary staff member is welcome to join the Pride ERG. While the group focuses on the concerns of the LGBTQIA+ community, all allies are welcome to attend and participate in meetings, projects and events.

4. Roles and Responsibilities

For an ERG to be an effective long-term asset to the organization, it cannot depend on a single person's leadership. ERGs should include several leadership roles and make a succession plan before one is required. These leadership roles can include, but are not limited to:

- President
- Vice President
- Treasurer
- Secretary
- Events/Program Coordinator
- Voting rules, including frequency of elections, length of service period, and other considerations need to be formalized as well.

5. Meetings

- all meetings will be chaired by (insert leadership role),
- a meeting quorum will be (insert number) members of the ERG,
- decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, ERG's chair makes the final decision,
- meeting agendas minutes will be provided by (insert name), this includes: preparing agendas and supporting information, preparing meeting notes and information,
- meetings will be held (how often) for (specify time) at (specify the location or on-line).
- if required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

6. Amendment, Modification, or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by ERG's members.

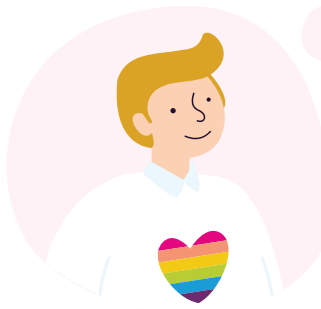
To help you think about the purpose of your group, here are examples of the vision and mission of other ERGs.

VISION EXAMPLES



The Latino Resource Group helps improve the company's marketing efforts aimed at the fast-growing Latino population, aids recruitment and retention of Latinos, promotes cultural awareness, and provides opportunities for personal and career development.

The Women's Leadership Network seeks to make a difference for the company by researching and recommending solutions to issues affecting women; raising the visibility of women; providing opportunities for women to develop leadership skills and broaden their network; and reaching out to women, students and teens in our community.



People Like Us (PLUS) serves as a network and a resource for gay, lesbian, bisexual and transgender (GLBT) employees, fosters general awareness of the GLBT employees and their contributions, and serves as an advisor to Human Resources and Management.

To provide information on the needs of the disabled for internal and external customers, and supporting mobility motoring in the United States and Europe to create the vehicle of choice for customers with disabilities.



Assisting the company in becoming a worldwide leader in promoting religious tolerance, corporate integrity, and human dignity by helping increase and maintain religious diversity; attract, develop and retain talented employees of faith; and be more aware of religious consumers' and investors' needs.

source: www.allyenergy.com

MISSION EXAMPLES

The ERG's mission is a statement that indicates the goals of an ERG:

- to bring together employees with a shared interest in advancing a diversity topic, whether as a member of a diverse community, or as an ally.
- to provide a network of support,
- raise awareness,
- advance the agenda,
- develop communication, learning programmes and initiatives that will lead to greater respect and inclusion for all employees.

PRIDE's mission is to encourage all LGBTQ+ colleagues to bring their whole, authentic selves to work, to promote an environment that fosters productivity, camaraderie, innovation, well-being and mutual respect, and to support the collective objective of

TIP:

Find out what your employees think of the mission statement. Keep it short. Think long-term.



bringing remarkable impact to patients.
(source: www.abbvie.com)

Open to all employees, the Pride ERG's mission is to build a stronger workforce, workplace, and marketplace for gender and sexual minorities and their allies.
(source: www.leidos.com)

The LGBTQ+ Community at SLAC National Accelerator Laboratory is committed to cultivating a welcoming culture and inclusive, safe environment for LGBTQ+ members, allies and advocates. Along with our senior leaders and members of human resources, we are developing strategies for further awareness and resolution to issues the LGBTQ+ community faces. We are also promoting additional networking opportunities to attract more diversity to our lab.
(source: <https://www6.slac.stanford.edu>)