



CHECKLIST FOR STARTING AN ERG FOR AN ERG LEADER

Do you want to start an ERG in your organization? Fantastic!

Use the checklist below to stay on top of your tasks and effectively collaborate with many people you will work with. It will be helpful whenever you ask yourself what the next step is.

1. Evaluate organizational needs and reasons for starting an ERG.

Starting and leading an ERG requires time and effort. Before contacting your manager, Human Resources (HR) or Diversity and Inclusion (D&I) officer in your company, think about the ERG as a future leader and ask yourself: Does my organization need an ERG? What ERG is needed? Do I want to help start it and contribute to it? How can people in my ERG benefit and what are the organizational needs and practices? Talk to other potential members to see what they think.

2. Tell your organization about your ERG idea.

When you have an idea about starting an ERG, you can discuss it with your

manager, HR or D&I department if there is such a function in your organization. Ideally, they will help you take your idea forward, help with requirements, draft your ERG's mission and goals and find an executive sponsor.

TIP:

If you want to be better prepared before you present your idea with your company, you can check what other companies in your country and market do to increase diversity and inclusion. Usually, people who participate in ERGs in other companies are happy to help and share best practice.

3. Submit an application form (if applicable).

In some organizations an ERG application form is required. It includes the name of the ERG, mission, vision, goals, description of the ERG structure, member roles /

responsibilities / selection for leadership positions, plan for communicating about ERG activities and recruiting participants. Completed ERG application is reviewed, approved, and maintained by HR, D&I departments or other senior stakeholders in your organization. In case your organization does not require a formal application, talk to HR or other relevant stakeholders about how your ERG can be officially recognized.

4. Find an Executive Sponsor.

Executive sponsor is a top-level manager or a corporate senior leader who acts as the voice of your ERG to the rest of the organization and the leadership team. Executive sponsors are a great way to ensure the success of your ERG. They

TIP:

If your company keeps a list of all your company's ERGs, their missions, and leaders, be sure to have your group added to the list. That way new and existing employees can find your group and know who to contact about joining.

can be an important ally to have if your group tries to advocate for organizational change. For example, the executive sponsor for a working parents ERG can bring the group's request for subsidized child care to the executive team and help expedite the approval process.

5. Recruit Members and establish a Leadership Team

Once you've received approval from the HR and/or D&I teams, it's time to advertise your ERG to the rest of the organization. Share ERG news in your company newsletter, communicate it around the office and on-line. Share with all employees ways they can join your ERG and encourage them to become part of the ERG leadership team.



6. Schedule Meetings and Plan Events

Organize regular ERG meetings so your members can come together, discuss relevant topics, plan events, and talk on any workplace initiatives the ERG is working on.

Be sure to send out meeting notes so members who weren't able to attend can still be involved and not miss out on opportunities. You can also consider creating a messaging channel (e.g. MS Teams) so your members can share interesting articles and hold discussions outside of your meetings.

TIP:

Coordinate your first meeting with the Chief Diversity Officer or person responsible for the organization's diversity and inclusion efforts.



7. Plan for sustainability.

Did you start the ERG you wanted and have your first meeting? Congratulations!

Now it's time for you and your leadership team to think about the future of your ERG. You can think about how you will keep your members engaged, how you will manage your projects and how your ERG can take care of the members and contribute to the organizational goals and objectives.

