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**EMPLOYEE RESOURCE GROUP CHARTER TEMPLATE**

**PREAMBLE**

Consistent with the Department of Energy’s Diversity and Inclusion’s vision to be the Nation’s model employer by leveraging diversity and fostering inclusion to deliver the best public service, DOE’s mission and goals will involve creating a culture which values the contributions of all DOE employees and provides equal opportunity for professional development and career advancement.

DOE’s diversity and inclusion goals include: (1) Support participation in \_\_\_\_\_(ERG name) and provide \_\_\_\_\_\_ with access to agency senior leadership; (2) utilize \_\_\_\_ to assist in outreach to diverse organizations; (3) utilize \_\_\_ as advisors to strategies and outreach on hiring, retaining and promoting a diverse workforce; and (4) support mentoring programs that are sponsored by \_\_\_\_\_.

**ARTICLE I: NAME**

1.1 NAME

This organization shall be known as the [**INSERT NAME OF EMPLOYEE RESOURCE GROUP**].

**ARTICLE II: MISSION**

2.1 MISSION

The Mission of the \_\_\_\_\_\_\_ERG is to be a strategic partner with DOE to promote a culture of diversity and inclusion through continual learning. The \_\_\_\_\_\_\_ ERG will advance the understanding and inclusion of employees with a common background, set of interests and/or goals. The vision, mission, goals, policies and activities of \_\_\_\_\_\_\_\_are fully aligned with those of DOE’S mission, goals, and policies.

The \_\_\_\_\_\_\_ERG will be a valuable mechanism to: (1) build a culture that fosters innovation; (2) offer employees access to leadership opportunities; (3) establish programs and activities aligned with the mission of DOE; (4) provide employees opportunities to develop and grow, and for managers to access innovative concepts and unique solutions to challenges faced by DOE.

***[ERG adds its own mission statement, reflecting the purpose of the group, the work it intends to achieve, and/or the principles or beliefs that guide the ERG’s work. The statement should be limited to a paragraph.]***

**ARTICLE III: MEMBERSHIP**

3.1 ELIGIBILITY

Membership in the ERG is available to all DOE employees. The ERG shall record names and locations of all members. All members are eligible to chair committees, become candidates for elected office, and vote in ERG elections.

**ARTICLE IV: STRUCTURE AND OPERATIONS**

4.1: LEADERSHIP, ROLES & RESPONSIBILITIES

The Group shall have an Employee Leader. This individual shall:

1. Schedule and organize meetings;

2. Work closely with the ERG Champion.

3. Officially represent the ERG within DOE.

4.2: Terms of Office

There are no limitations on the number of terms of office an individual may hold.

4. 3: Additional Officers

The employee leader may appoint additional officers as necessary.

4.4: Nomination and Election of the Employee Leader

Section 1: Election Meeting

Elections shall be held. In the case of a resignation of the employee leader from office, a special election meeting may be held to fill the post until the end of the current term.

5.1 MEMBERSHIP MEETINGS

There shall be regular meetings of the ERG on a date and place to be designated by the Employer Leader. This meeting shall be held at a specified location and announced to members

of the ERG. The ERG shall send a notice of each regular meeting to each member of the ERG.