# Guideline for establishing an Employee Resource Group

## **What is an Employee Resource Group (ERG)?**

Employee Resource Groups (ERGs) are led by colleagues who volunteer their time with the aim to foster a more inclusive workplaces for colleagues who come from underrepresented groups. ERGs are typically focused on a specific area of diversity (e.g., gender, age, ethnicity), though it is important they work closely together acknowledging that most people will not just fit into one group (i.e., an LGBTQIA+ woman with disability may be involved with a Pride group, a disability group, and a gender focused group.

**Why are ERGs important?**

Through group members’ deep knowledge, lived experience and understanding of the issues related to their ERG’s area of focus, ERGs play a key role in guiding organisations on how to provide an environment where everyone can bring their authentic self to the work. This can range from ensuring policies and procedures are inclusive, right through to hosting events designed around connection and awareness raising.

## **What do successful ERGs have in common?**

ERG key to success factors include:

* Strong and consistent leadership support (consider having an executive or leadership sponsor for each group)
* A HR or leadership representative who attends key committee meetings.
* Established purpose statements and goals that link through to organisational strategies.
* Governance documents such as a terms of resource (see template attached)
* High psychological safety where people from underrepresented groups can share their experiences.
* Success measures and at least annual reporting.
* Consideration for how new members are elected and have rigor and fair processes.
* Regular meeting cadence with members, and an established communication channel (e.g., Teams chats)
* A company supplied budget & clarity on the ROI of each spend relating to achieving the ERG strategy.
* Support from employee relations or workplace health and safety in relation to grievances.

\*Remember, ERGs are a group volunteers who give their time to make a difference within the company. It is important they are permitted work time to contribute to these initiatives, as they will improve outcomes for the business.

### LGBTQIA+ Employee Resource Group – Terms of Reference

### **Acknowledgement of Country**

<Insert an [Acknowledgement of Country](https://www.reconciliation.org.au/reconciliation/acknowledgement-of-country-and-welcome-to-country/) to demonstrate the group’s commitment to considering First Nations’ perspectives in the work of the ERG>.

### **Purpose**

This Employee Resource Group (ERG) … <insert purpose statement>

### **Strategy**

The ERG strategy should be developed with a three-year life cycle and will be aligned with the broader organisation’s Strategic Ambitions, Colleague Strategies, and the I&D Strategic Framework (if you have one). In addition to this, an annual action plan should be developed to determine priorities for each financial year.

### **Reporting**

The ERG will provide an annual report to the Executive Sponsors, members of the ERG, and the Inclusion and Diversity (I&D) /HR Partner by EOFY, updating them on budget and actual spend, strategic objectives, progress against annual action plan and success of each event.

### **Key Roles\***

#### **Executive Sponsors**

Each ERG will have an/multiple executive sponsors, who are appointed by the CEO/MD or CPO.

**ERG Leadership Team**

The ERG Leadership Team consist of two Co-chairs, a Treasurer and Secretary *<insert any other leadership roles relevant for your ERG>*. Each role shall hold the position for a two-year term. Co-chairs are elected by majority vote and may be elected to serve in the same position for consecutive terms. A 6-month transition period should be provided to all incoming Co-Chairs where possible.

**Members**

Membership on the ERG is available to all employees of *<insert organisation>* who subscribe to the purpose. All members are eligible to lead committees (where they exist), hold leadership positions, and vote in co-chair elections.

#### **Co-chair and Committee lead Election Processes**

<Insert a commitment to how co-chairs and leads on the ERG will be elected. Consider who will make final decisions and how often you will ask for the role to be turned over>

### **ERG Leadership Team**

#### **Co-chair (x2)**

Key responsibilities include:

* Own the design and implementation of the ERG vision, strategy, purpose, and annual action plan.
* Provide inclusive leadership across all ERG operations and provide a safe space for conversations regarding personal experience and identity.
* Keep relevant stakeholders updated.
* Measure the success of the ERG against the ROI measures and communicate this transparently.
* Connect members with appropriate services where needed, such as EAP (if you have one), Qlife and Lifeline

#### **Secretary**

Key responsibilities include:

* Keep records of members of the ERG.
* Give notice of all meetings to the members of the ERG.
* Distribute agendas, minutes, and ad-hoc communications to ERG members.

#### **Treasurer (if you can secure budget, which is recommended)**

Key responsibilities include:

* Prepare and deliver reports to the ERG Leadership Team on the ERG’s finances as requested.
* Manage the approved ERG budget to ensure spend is in line with budget and keep track of actual and expected spend.

#### **ELT Sponsor/s**

Key responsibilities include:

* Represent the ERG where relevant.
* Visibly advocate for the ERG across the enterprise, including participating in specific activities to support the network.
* Provide strategic advice/direction and endorse the ERG strategy (3 yearly) and annual action plan.
* Meet with the co-chairs and ELG sponsors at least quarterly to discuss progress and agree on priorities for the ERG.
* Sponsor or help to secure funding for ERG activities, as appropriate.

**ERG Roles and Responsibilities**

Below are some examples of roles you may wish to consider having on your ERG. Think about what you would like to achieve and how you would like to achieve it – this will be pivotal for getting the right people to do the right activities.

### Treasury & secretary co-leads

**Role Description and Responsibilities**

The treasury & secretary co-leads are responsible for:

* Committee governance and guidance.
* Meeting scheduling, agenda, minutes, actions etc for committee meetings.
* Working with Co-chairs to lead quarterly planning and strategic alignment.
* Accountability for the committee budget and identification of funding sources.
* Finance/budget tracking – including setting a forecast for full FY funding required (based off event calendar/Sponsorships/Chair requests).

**Focus Areas**

* Support effective operation of meetings and actions.
* Support Committee through maintaining governance standards.
* Oversee budget forecast and actuals tracking.
* Work with other committee streams (e.g., Sponsorships, Events) to forecast and monitor revenue and expenses.
* Identify and manage funding sources.
* Ensure swift payment of invoices.

**Skills and Experience**

* Strong administrative skills (Excel, Outlook, Word, PowerPoint, Teams, SharePoint)
* Attention to detail.
* Financial management background.
* Experience with Procurement and payment platforms.

**Commitment**

5-10 hours per month (peak times may require additional commitment)

*Note that this is a volunteer role. Committee members’ tasks are in addition to your day-to-day role and People Leader approval must be given. This may mean some commitment outside of work hours.*

###  Events co-leads

**Role Description and Responsibilities**

The initiatives co-leads are responsible for:

* Managing the execution of ERG Initiatives such as events and colleague engagement.

**Focus Areas**

* Focus on executing initiatives that will generate maximum engagement and ROI.

**Skills and Experience**

* Experience delivering large and small-scale events.
* Creative thinking balanced with an ability to execute under tight deadlines.
* Demonstrated ability to lead colleagues / support their management of unique portfolios of work.
* Experience liaising with a variety of stakeholders, internal and external.

**Commitment**

10-20 hours per month (peak times such as pride month may require additional commitment)

*Note that this is a volunteer role. Committee members’ tasks are in addition to your day-to-day role and People Leader approval must be given. This may mean some commitment outside of work hours.*

### Marketing & communications co-leads

**Role Description and Responsibilities**

The marketing & communications co-leads are responsible for:

* Managing the execution of the committee’s Marketing & Communications strategy.
* Managing the online network and workplace growth strategies
* Supporting other co-leads with marketing & communications activities.

**Focus Areas**

* Focus on developing and delivering on the committee’s Marketing & Communications strategy.

**Skills and Experience**

* Experience delivering internal and external Marketing & Communications activities.
* Creative thinking balanced with an ability to execute under tight deadlines.
* Experience liaising with a variety of stakeholders, internal and external.

**Commitment**

10-20 hours per month (peak times such as pride month may require additional commitment)

*Note that this is a volunteer role. Committee members’ tasks are in addition to your day-to-day role and People Leader approval must be given. This may mean some commitment outside of work hours.*

### Training and awareness co-leads

**Role Description and Responsibilities**

The training and awareness co-leads are responsible for:

* Evaluating awareness and capability needs of colleagues across all group levels at NAB.
* Establishing and executing a training, awareness, and capability strategy.
* Connecting with senior leaders to book and deliver awareness sessions to uplift capability.
* Connecting with other NAB ERGs to build capability and awareness through an intersectional lens.

**Focus Areas**

* Focus on building inclusion awareness and capability across the enterprise.

**Skills and Experience**

* Understanding of adult learning principals.
* Facilitation skills.
* Highly organised.

**Commitment**

10-20 hours per month (peak times may require additional commitment)

*Note that this is a volunteer role. Committee members’ tasks are in addition to your day-to-day role and People Leader approval must be given. This may mean some commitment outside of work hours.*