****Please review Finance & Operations Human Resources Policy HR-09 before completing this form****

Employee Resource Group (ERG) Name:

Executive Sponsor (President/Provost/Dean/VP/AVP):

Time Period (specify at least one fiscal year/budget cycle):

Mission Statement:

Purpose:

How does the proposed ERG's purpose align with the Institution's Mission, Vision, Values or Strategic Goals?

ERG Leaders: The ERG must consist of at least two current employees willing to serve as ERG leads for a period of one year or more.

Roles/Expectations for the ERG Leaders:

ERG Goals
Set specific, measurable goals for first 12-18 months:

Identify preliminary measures of success (e.g. programming, activities/year, increased membership over specified time period, benefit to/impact on SHSU):

Membership criteria:
SHSU ERGs must be open to all current employees. SHSU ERGs must comply with all Federal, State, and Local anti-discrimination and labor laws, and SHSU policies.

- **Formal or informal sign-up process? Please describe:**
- **Will the ERG have a minimum of 10 current employees?**
- **Membership recruitment plan:**
- **Number of planned meetings:**
- **Member roles and responsibilities:**

Description of decision-making process (if voting, who has a vote, etc.):

Description of communications plan and materials for marketing the ERG and its events:

BUDGET: *Please specify cost of materials and events.*

Submitted by: _____
Signature

Date:

☐ **Approved** ☐ **Denied**

Comments:

Signature: **Date:**