

*\*\*\*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):**

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**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:**

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**Approved**

**Denied**

**Comments:**

**Signature:**

**Date:**