



The City of Green Bay is a leader in employee health and wellness with its [Health | 1265](#) program and a goal to engage all employees in their own health and well-being

EMPLOYEE RESOURCE GROUP CHARTER TEMPLATE

PREAMBLE

Consistent with the City of Green Bay's vision to be a model municipal employer by leveraging diversity and fostering inclusion to deliver the best public service, the City's mission and goals involve creating a culture which values the contributions of all City employees and provides equal opportunity for professional development and career advancement.

The City of Green Bay's diversity and inclusion goals include: (1) Support participation in Women in STEM and provide Women in STEM with access to agency senior leadership; (2) utilize Women in STEM to assist in outreach to diverse organizations; (3) utilize Women in STEM to provide input on strategies and outreach for hiring, retaining and promoting a diverse workforce; and (4) support mentoring programs that are sponsored by Women in STEM.

ARTICLE I: NAME

1.1 NAME

This organization shall be known as the Women in STEM.

ARTICLE II: MISSION

2.1 MISSION

The Mission of the Women in STEM ERG is to be a strategic partner with the City of Green Bay to promote a culture of diversity and inclusion through continual learning. The Women in STEM 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 Women in STEM are fully aligned with those of the City of Green Bay's mission, goals, and policies.

The Women in STEM ERG will be a valuable mechanism to: (1) build a culture that fosters awareness, respect and inclusion in the workplace; (2) establish programs and activities aligned with the mission of the City of Green Bay; (3) provide employees opportunities to develop and grow, and for supervisors to access innovative concepts and unique solutions to challenges faced by the City of Green Bay.

[The Women in STEM 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 City employees. The ERG shall provide a roster of employees to Human Resources on a yearly basis. All members are eligible to be members of the Steering Team.

3.2 Recruitment

The Women in STEM ERG plan to recruit employees for this ERG by posting flyers in break rooms and sending out email communications to current and new employees.

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;

4.2: Terms of Office for the Steering Team

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

5.1 MEMBERSHIP MEETINGS

There shall be regular meetings of the ERG on a date and place to be designated by the Steering Team. 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.

SAMPLE