

Expectations for Employees

How to Start an Employee Resource Group

Interested in connecting with other NPS employees across the service to advance relevancy, diversity, and inclusion? Looking to gain more experience leading teams? Starting an Employee Resource Group (ERG) may be for you. Here are the following steps you need to take to start an Employee Resource Group.

- Contact the ERG Coordinator at the Office of RDI to find out if the group you are interested in starting already exists.
- Find other potential members who are passionate about the same issue and can commit to being an active member.
- Develop a mission statement with the team.
- Develop S.M.A.R.T goals and objectives that tie to the NPS mission.
- Present the mission, goals, and objectives to the ERG Coordinator for feedback.
- The ERG Coordinator will advance the proposal for approval.
- Develop your workplan with the members.

Expectations for ERG Leaders

- Provide vision and leadership to members on the purpose of the group
- Lead the group in setting guidelines for working together
- Establish collaborative relationships with Human Resources, Equal Employment Opportunity Managers, RDI Managers, leadership, etc.
- Present ERG accomplishments to leadership on a yearly basis
- Schedule calls and meetings
- Generate meeting notes
- Follow up with members on commitments
- Create term limits for serving in leadership positions in charter
- Attend annual in-person meeting

Expectations for ERG Members

- Attend regular conference calls/webinars
- Complete tasks in a timely manner
- Engage in respectful and collegial communication with ERG members
- Attend annual in-person meeting when feasible
- May be removed from group if member does not meet minimum requirement for attendance and participation