



Emory University Employee Resource Group Co-Chair Application

Group you are interested in co-chairing: _____

Your Name _____ Email Address _____

Job Title _____ Length of Service at Emory _____

Department _____ Division _____

Supervisor's Name _____ Supervisor's Email _____

Why are you interested in serving as a Co-Chair of this ERG?

What skills do you have that would make you a successful leader of this group?

Do you have any prior experience leading or being a member of an ERG? If so, please describe length of experiences, your role(s), type of ERG, and one lesson learned that you can apply now.

What would you like to achieve as Co-Chair of this ERG?

If you were to be selected for the role, what barriers or challenges would you anticipate?

Below are the responsibilities of the Employee Resource Group Co-Chair. Please check next to each responsibility verifying your acknowledgement and understanding:

Serve as a Co-Chair for two years.

Participate in regular meetings with the HR ERG Coordinator and Co-Chairs of other ERGs.

Attend orientation and ongoing educational/ training sessions, including but not limited to DEI, Leadership Skills, Business/Organizational Skills.

Meet a minimum of quarterly with the Executive Sponsor for your ERG.

Oversee ERG sub-committees, meeting with committee leads at least monthly.

Complete administrative tasks (develop annual goals and plan, manage ERG budget, maintain membership records).

By electronically signing below, you are acknowledging your understanding of the responsibilities and duties of an ERG Co-Chair.

Your signature: _____

Date: _____

The ERG Oversight Committee will review your application and contact your supervisor for their approval. If your application is incomplete or is otherwise not approved, you will receive an email notifying you of the status.

Thank you for your interest in this important role!