



## Creation of a Charter

**Purpose:** Provide reference materials for partnering members to use for creating a Veteran Employee Resource Group charter and bylaws. Reference materials will save valuable time. It is highly recommended that a partnering company provide support to companies creating a Charter to share best practices and lessons learned. You may also email Veterans in Energy for help at [ERG@VeteransInEnergy.org](mailto:ERG@VeteransInEnergy.org)

### What is a Charter?

A written instrument that creates and defines the scope, privileges, and authority of an organization or entity. It further provides a clear statement of the entity's goals, scope, and objectives and serves as an agreement between all stakeholders on what needs to be accomplished.

### Resource Documents:

- ✓ **Quick Reference Guide**
  - **Best Practices/Lessons Learned**
  - **Partnering Opportunities**
- ✓ **Charter Templates (3)**

### Quick Reference Guide

- 1) Review templates for Charters – Council and Board
  - Framework for team to accomplish goals
  - Establish basic rules
  - Includes Vision and Mission Statements
- 2) Work with partnering company for best practices
  - Contact VIE to receive a partner with experience
  - Discuss pros and cons of their Charter
- 3) Create Charter – cut and paste from templates
  - Logo and name of ERG are important
  - Pick a structure that works best for your team
- 4) Final Charter and Bylaw document – Professional and on company letterhead
- 5) Lessons Learned from Partnering ERG's:
  - ✓ Flexibility in Charter is helpful. Changes to Charters can require additional work so allow some flexibility in rules
  - ✓ Council approach can also be accomplished by action teams or goal owners. Consider your group and how you can engage the largest number of members
  - ✓ Consider the creation of a logo, that can be done as part of a competition and added into Charter later, but as soon as possible helps with recognition of group
  - ✓ Naming the resource group is important. Be creative but keep it simple and easy to identify. Name and logo are frequently put on communications, newsletters, shirts, hats, coins, etc. Keep that in mind when creating them



## Charter Template #1

### Company Name Veterans Engagement Team (VET) Bylaws

#### ARTICLE I. NAME

The name of the Organization shall be the *Company Name* Veterans Engagement Team or VET with a continuing motto of “**Ready** to Serve, Again”.

#### ARTICLE II. PURPOSE

##### SECTION 1. VISION STATEMENT:

Our Vision is to be a workplace of choice for military personnel and Veterans.

Together we will achieve our vision as *Company Name* is recognized as a top tier military friendly employer with a diverse military and Veteran workgroup. *Company Name* and its subsidiaries will be viewed as leaders within the energy industry as an employer recognized for its efforts in the recruitment, retention, and advocacy of military and Veteran service members.

##### SECTION 2. MISSION STATEMENT:

Our VET group will recruit, retain, and advocate for military members and Veterans across *Company Name*, educating managers and employees within the workforce on the benefits of hiring and developing our Veterans.

We recognize that it takes a large commitment to represent our military and Veteran members, so we will partner with key internal stakeholders:

**Business Unit leadership:** Support VET by allowing employees to engage with and participate in VET functions.

**Human Resources:** Guide affinity team in carrying out our mission.

**Corporate communications:** Participate and carry our VET communications to the enterprise.

**Community affairs:** Partner with our VET members as we deliver the message and vision outside of our organization.



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## SECTION 3. GUIDING PRINCIPLES:

*Company Name* understands the benefits of hiring military and Veterans; they are proven to work well in teams and possess a strong sense of duty. Additionally, our service territory contains several military installations and provides coverage across eight National Guard and military Reserve States. To support a diverse and engaged workforce, *Company Name* recognizes that our ability to recruit, retain and advocate for military and Veteran team members will be crucial to our overall talent pool.

### Guiding Principles of VET:

**Recruit** qualified men and women who have or continue to serve in our military.

- ***Advise on policies and practices***
- ***Support engagement on bases and installations within territory***
- ***Help the organization align military skills with COMPANY NAME positions***

**Retain** and utilize the talent pool of military and Veterans through programs, mentorship, and coaching.

- ***Create and execute development opportunities and training***
- ***Advise on leadership and career development***
- ***Provide mentoring and onboarding to Veterans***

**Advocate**, educate and provide awareness of the business benefits of military and Veterans.

- ***Assist with media and social media announcements***
- ***Produce digital and printed material as needed***
- ***Help provide local community involvement on Veteran-related issues on behalf of COMPANY NAME***

## ARTICLE III. BOARD STRUCTURE

Structure of the VET Board to effectively fulfill VET's mission of recruiting, retaining, and advocating for military personnel and Veterans will be structured according to the following guidelines:



## SECTION 1. BOARD COMPOSITION

The Board will be comprised of employees from both corporate and field roles with the time, interest, and capacity to serve on a working board.

The Board will be composed of a Chair, Vice-Chair, Secretary and 12 committee members.

The Board will be led by a Chair. The initial Chair will be designated by the Executive Sponsors and will serve a 3-year term. Succeeding Vice Chairs will be recommended by the Board, confirmed by the Executive Sponsors, and will serve a 1-year term.

The Board will be co-led by a Vice Chair, will serve a 1-year term as the Vice Chair, and assume the position of Chair in year 2. The Secretary will assist the board and serve a 2-year term.

The 12 committee members will be appointed by the Board and approved by the Executive Sponsors. All 12 committee members will serve staggered 2-year terms, when possible, to minimize a loss of committee knowledge from vacating positions.

## SECTION 2. BOARD RESPONSIBILITIES

The Board will be structured into three working committees as listed below, each with a Committee Lead.

The initial Lead for each committee will be appointed by the Board Chair; subsequent Leads will be determined by Board majority and approval of the Chairperson.

When practicable, each committee will have a lead that served on the committee the previous year to ensure continuity.

The Chair will not be a member or Lead of any committee, other than in an ex officio capacity.

### **Recruiting Committee**

- Responsible for promoting policies and benefits that heighten potential for military and Veteran hiring, helping HR develop guides to translate military skills to *COMPANY NAME* jobs.

### **Retention and Development Committee**

- Responsible for the creation and implementation of mentoring materials and targeted training and development for onboarding military and Veteran employees.



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## Advocacy and Outreach Committee

- Responsible for promoting VET at *Company Name* and in the communities we serve. This committee will create and implement a variety of marketing and communication materials and help provide local community presence.

The Chair will be responsible for:

- Setting VET objectives for the calendar year as well as long-range goals and plans in conjunction with the Executive Sponsors.
- Periodically meeting with the VET Executive Sponsors to discuss items of mutual interest and concern as well as updates on activities and events.

To ensure continuity of the Board's work, all Board members will be expected to maintain regular attendance at Board meetings.

- Attendance at a minimum of nine meetings per year is required. Failure to attend nine meetings may result in removal from the board.

## SECTION 3: LOCAL PRESENCE

The Board will make a priority to maintain local employee contacts in the states we serve to assist with the following:

- Coordination and promotion of VET events.
- Presence, in conjunction with HR, at local events such as job fairs, community events, etc.

## SECTION 4: VACANCIES

The VET board will recommend replacements for any vacancies, which will be confirmed by the Executive Sponsors.

## SECTION 5: REMOVAL

The VET Board, by majority vote of the Board membership may request the removal of any member of the Board, to be confirmed by the Executive Sponsors.

Grounds for removal are a request of a Board member's manager, any violation of the *Company Name* Code of Conduct Company policy, or failure to carry out the duties assigned to them, including attendance at Board meetings and active participation.

## SECTION 6. QUORUM:

A quorum shall consist of a majority of the VET Board.



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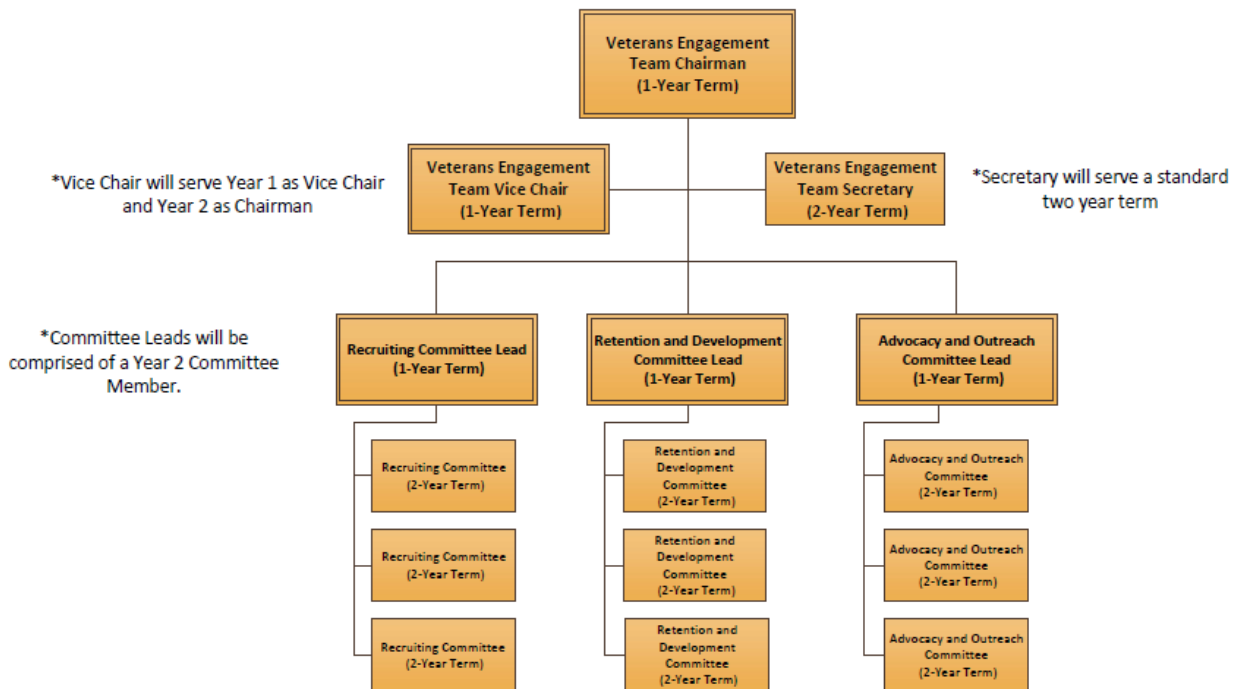
## ARTICLE XI. AMENDMENTS TO BYLAWS

These bylaws may be altered, amended, or repealed in whole or in part by the affirmative vote of a majority of the VET Board with Executive Sponsor approval.

Effective Date: July 4, 2019

Amended: September 27, 2022

## Veterans Engagement Team Org Chart



December 15, 2020



## Charter Template #2

### Veterans Engagement, Transition and Retention Network (VETRN) Charter

#### Vision Statement

*Company Name* and its businesses fully support and are committed to encouraging the engagement, transition, and retention of military Veterans. *Company Name* recognizes the strategic and operational skills of our military Veterans, their disciplined approach to problem-solving and their ingrained safety culture which offers a unique pool of pre-trained talent. It is through this recognition and the development of employee resource groups (ERGs) that *Company Name* will build awareness and promote a company culture that provides inclusion and support to our military Veterans by creating an ERG. The intent of a Veterans ERG is to create a forum that provides Veterans and their spouses an opportunity to connect and build relationships between the ERG members, increase morale and retention, and help build the company's external reputation through community involvement in Veterans organizations. This effort also includes coordination with the national Veterans in Energy organization.

#### ERG Name

The official name of the *Company Name* Veterans ERG is Veterans Engagement, Transition and Retention Network. For the purposes of this charter, the term VETRN shall be used.

#### VETRN OBJECTIVES

1. Champion an Inclusive Culture
  - Represent *Company Name* as stewards of military Veterans within the organization and community
  - Influences and foster a dynamic and positive work environment for Veterans and their spouses
  - Engage allies to support Veterans and their spouses
2. Employ a Diverse Workforce
  - Recruit talented, creative, and high-performance Veterans' workforce through:
    - Market outreach to Veterans through job fairs and networking opportunities
    - Coordinate with Veteran support organizations to open the pipeline



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- Coordinate with energy industry organizations and labor groups to amplify the Veterans workforce
  - Coordinate with internal Human Resource personnel to assist in recruiting Veterans
  - Assure employee retention of Veterans through professional development and enhancement:
    - Identify and deploy education, job sharing opportunities and visible projects to Veterans Institute mentorship and coaching programs for Veterans
3. Adopt Strategic Partnerships
- Outreach into the community to aid Veterans-related organizations and groups
  - Collaborate with labor unions to increase represented employees who are Veterans
  - Identify and mine for certified Veterans-owned businesses for referral as diverse suppliers
4. Communications
- Expand internal and external promotion of VETRN in visible ways
5. Accountability
- Reward and role model leadership accountability that amplifies *Company Name* commitment to its Veteran employees

## LEADERSHIP

The VETRN will be led by a Leadership Team comprised of:

- **President** – The President shall (1) be the chief executive officer of VETRN, (2) have general charge of its business affairs and property and general supervision over its other officers and agents, (3) preside at all group meetings, (4) exercise all powers, and perform all duties incident to the office of a President, and (5) exercise such other powers and perform such other duties as from time to time may be assigned by the group.
- **Vice President** – The Vice President shall (1) perform all other duties as may be assigned by the group or the President, and (2) perform all the duties of President at the request of the President or in the President's absence or disability.
- **Secretary** – The Secretary shall (1) keep or cause to be kept a record of all group meetings, (2) be the custodian of the group's records, (3) maintain the group's membership directory, and (4) perform all other duties incident to the office of Secretary and such duties as may be assigned by the President.
- **Treasurer** – The Treasurer shall (1) have charge and supervision over and be responsible for the moneys, securities, receipts, and disbursements of the group, and (2) be the principal accounting officer of the group, and as such, shall keep complete books and records of accounts, and prescribe and maintain an adequate system of internal audit.





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- **Past-President** – The Past-President shall (1) perform all other duties as may be assigned by the group or the President, and (2) serve as a resource to the President in the transition.

## COMMITTEES

Committees may be formed as needed by the Leadership Team to further promote the mission and objectives of the VETRN.

## MEMBERSHIP

Membership is open to all employees of *Company Name* or its subsidiaries.

## MEETINGS

Membership meetings will be held quarterly or as needed as determined by leadership.



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## Charter Template #3

### Veterans Engagement, Transition and Retention Network (VETRN) Charter & Bylaws

#### VISION STATEMENT

*Company Name* and its subsidiaries fully support and are committed to encouraging the engagement, recruitment, and retention of military Veterans. *Company Name* recognizes the strategic and operational skills of our military Veterans, their disciplined approach to problem-solving and their ingrained safety culture which offers a unique pool of pre-trained talent. It is through this recognition and the development of employee resource groups that *Company Name* will build awareness and promote a company culture that provides inclusion and support to our military Veterans by creating an employee resource group (ERG). The intent of a Veterans ERG is to create a forum that provides Veterans, and his or her spouse, an opportunity to connect and build relationships between its members, increase morale and retention, and help build the company's external reputation through community involvement in Veterans organizations. This effort also includes coordination with the national Veterans in Energy organization.

#### ARTICLE I: COMMITTEE NAME

The official name of the Veterans ERG is Veterans Engagement, Transition and Retention Network. For the purposes of this charter and its bylaws, the term VETRN shall be used.

#### ARTICLE II: MISSION & GOALS

##### **Mission**

The VETRN's mission is to promote a company culture and environment that positively promotes inclusion and engagement of our current and future Veteran employee and spouse population. VETRN will positively influence the professional development, retention and provide support and mentorship to all military Veterans and spouses as well as to assist the organization in achieving its diversity and inclusion plan.

##### **Objectives**

- Represent *Company Name* as stewards of military Veterans within the organization and community:
  - Internal and external promotion of VETRN
  - Active outreach in the community to aid in Veterans-related organizations and groups



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- Referrals for recruitment of talented, creative, and high-performance workforce through:
  - Market outreach through job fairs and networking opportunities
  - Coordination with Veteran support organizations
  - Coordination with energy industry organizations and labor groups
  - Coordination with internal Human Resource personnel
- Employee retention through professional development and enhancement:
  - Education, job sharing opportunities and visible projects
  - Mentorship and coaching
  - Influences and fosters a dynamic and positive work environment

## ARTICLE III: PARTICIPATION

### **Membership Criteria**

VETRN membership is open to all represented and non-represented employees of *Company Name*, including contractors. Members will be encouraged to support the VETRN mission and objectives, be an advocate for VETRN, participate in internal and community events and serve when needed as a member of the Leadership Team or a member of an Action Team.

## ARTICLE IV: MEETINGS

### **Meeting Frequency**

VETRN meetings will be held quarterly. Any Action Team meetings will be held as determined by the Action Team leader and members.

### **Attendance**

Members will be encouraged to attend VETRN meetings, events and activities as often as possible.

### **Documentation**

Agendas will be provided in advance and meeting notes will be taken and kept by the Leadership Team designees.

### **Protocol**

All VETRN meetings shall be conducted in accordance with the following inclusive behaviors:

- Share freely of member's experiences
- Encourage others to share freely
- Allow one conversation at a time
- Respect unique and different points of view
- Agree to disagree



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- Keep comments to the issue at hand
- Be sensitive to everyone's time
- Be considerate of the feelings of others
- Provide a timekeeper if needed
- Be creative and encourage creativity in others
- Be an active listener and communicator
- Think about the greater good of the organization
- Will not act as a forum for resolution of individual grievances and complaints or personal, religious or political agendas

## **Confidentiality**

The opinions, experiences and ideas shared by members of the VETRN during meetings or related activities, shall be held in strict confidence.

## **ARTICLE V: FINANCES**

### **Budget**

The Leadership Team will determine if any company funds will be needed to support the group. If needed, the team will establish a proposed budget and business plan and submit to executive management.

### **Expenditures**

All VETRN expenses must be approved by the Leadership Team, by 2/3 majority vote. An individual member may not receive reimbursement for expenses unless approved in advance.

### **Compensation**

Members of VETRN, including the Leadership Team, will not receive compensation for their time.

## **ARTICLE VI: INFRASTRUCTURE**

### **Executive Sponsor and Initiative Leaders**

The Executive Sponsor and Initiative Leaders are responsible for ensuring the expected outcomes at each company remain in alignment with the objectives of the initiative and for communicating with and securing support from business presidents to ensure adequate resources are applied to this effort.

### **Executive Sponsor**

The Executive Sponsor is selected by the *Company Name* Executive Management team from each individual company. His or her role can be as a member of the Leadership Team. The Executive Sponsor is asked to serve a minimum of two-years. The Executive Sponsor is



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tasked with administering the bylaws and providing overall leadership in support of the vision and mission of the group. He or she will be responsible for identifying and maintaining external and internal outreach relationships. Additionally, the Executive Sponsor will participate in annual goal setting for the Leadership Team as well as an annual review and evaluation of the VETRN performance. He or she will serve as a resource and advisor to the Leadership Team and actively participate in VETRN functions when available.

## **Leadership Team**

The VETRN will be led by a Leadership Team comprised of at least 2-4 individuals that will be determined by members and will serve 24-month terms. Within each Leadership Team a single representative will be designated to determine the roles and responsibilities of each Leadership Team member as well as coordination with the Executive Sponsor at each company. The Executive Sponsor may be part of the Leadership Team if he or she is a Veteran or Veteran's spouse within the individual company.

## **Action Team**

Action Teams may be formed as needed by the Leadership Team to further promote the mission and objectives of VETRN. The Action Team members will be business subject matter experts who will serve as points of contact to ensure strong participation, identify needs of Veteran members and execute on projects as determined or assigned.

## **Human Resources (HR) Representation**

HR representation will be required to further the vision and mission of the VETRN or to provide consultation in order to ensure alignment with *Company Name* policies and procedures.

## **ARTICLE VII: ADOPTION AND AMENDMENTS**

This charter and its bylaws shall take effect immediately upon approval by the Executive Sponsor. It may be altered, amended, or repealed by 2/3 majority vote of the Leadership Team.

## **ARTICLE IX: MEASUREMENT**

The VETRN will review progress plans and accomplishments on a quarterly basis. Specific measurement examples include number of contacts made, increasing membership, plan completion and number of positive comments received.