

## Guidance in Selecting Your Global Hub Company Administrator

Selecting a Global Hub Company Administrator is important in driving effective engagement in the Out & Equal Global Hub. Company Administrators work with Out & Equal to make key decisions regarding member engagement, moderation, and development.

Companies should select two Company Administrators to manage their engagement in The Global Hub—a primary and secondary Company Administrator. However Out & Equal may make approve requests for additional Company Administrators depending on partnership level and nature of the request. The following represents guidance on how to make this key decision:

Company Administrators must be trusted agents of your organization as they serve to perform critical functions within the site, including, but not limited to:

- Moderating their company's users to ensure appropriate site engagement
  - Monitoring comments posted by your company's users, as well as addressing flagged comments when necessary
- Uploading, deleting, and/or editing company resources
- Ensuring your company contributors are uploading appropriate materials into the Hub
- Selecting, onboarding, and (when necessary) removing company users

Out & Equal recommends that your Company Administrator possess the following qualifications:

- A member of one of the prime user groups (requirement)
  - The Global Hub will serve the following user groups:
    - Executive sponsors
    - D&I, CDIO, or Equivalent
    - Select Senior Leaders of D&I Teams
    - Select HR/Internal or any leader(s) responsible for implementing policy/benefits discussions
    - National ERG Leaders
- Capacity to frequently interact with and monitor company's user engagement The Hub
- Possesses a deep working knowledge of your company's engagement in LGBTQ workplace initiatives, more specifically your company's LGBTQ Employee Resource Group and LGBTQ specific resources

- Demonstrated skills in cultural competency in order to appropriately and effectively address situations involving reported content
- Ability to build company member engagement in The Hub (i.e. identifying, selecting, and onboarding new company users)
- Exhibit familiarity and alignment with your company's values, internal/external communications, and current branding to ensure engagement (particularly in the Resource Library) accurately reflects the mission and values of your organization.

Your Company Administrator must be located outside of the European Union. Out & Equal is working hard to ensure The Global Hub is open to EU users. We expect to be able to do this this summer. So, If you would like to onboard a user from the European Union, contact [globalhubsupport@outandequal.org](mailto:globalhubsupport@outandequal.org) to engage in the appropriate legal processes necessary for GDPR compliance.

**Select your company administrator and [ensure they register here by May 1<sup>st</sup>](#).** It is quite possible that you find that you are best suited for this job and/or would like to request an additional Company Administrator. If so, please indicate so in the form and Out & Equal will work with you to ensure your needs are met.