

# WEB COUNCIL CHARTER

(Version 2, 2016-09-22)

## BACKGROUND

GIPSA's internal and external websites are outdated by several years. They require aesthetic and functional upgrades to facilitate navigation. In some cases current content may not fully comply with applicable USDA directives. The web council was established to modernize the sites, promote USDA initiatives, maximize GIPSA's visibility and address future web-based challenges.

## MISSION AND OBJECTIVES

GIPSA's Web Council will ensure that internal and external websites are mechanically sound and visually appealing. The council will periodically monitor sites for content that is relevant and easily accessible; however, each program will maintain responsibility to ensure that all materials submitted to the webmaster for posting are compliant beforehand with applicable federal laws, USDA standards, guidelines and directives.

## COMPOSITION AND RULES

The council consists of seven primary members, each representing a program within GIPSA.

Programs represented include the Office of the Administrator, Civil Rights/Equal Employment Office, Information Technology, Packers and Stockyards Program, the Federal Grain Inspection Service Field Management Division, and FGIS Technical Services Division. TSD currently has two primary representatives, one to represent the division and one serving as a digital media resource.

The council encourages the other GIPSA units to name a secondary member to represent each unit in the event the primary member is unavailable to participate in a council meeting or decision.

The council chairperson represents the GIPSA Administrator. A vice chairperson also serves as secretary/recorder. The Information Technology Director provides the council with guidance on

technical, and procurement matters, as well as applicable updates from USDA's Chief Information Officer.

Members serve for one-year and notify the chairperson and vice chairperson to request replacement. Nominations are assessed by vote.

The council may identify specific roles for its members as needs arise.

#### **AUTHORITY AND BOUNDARIES**

The council convenes under the authority of the GIPSA Administrator.

The chairperson reports directly to the Administrator during weekly meetings, relays the Administrator's guidance and intent.

#### **RESOURCES AND SUPPORT**

The council relies on the technical expertise of the GIPSA Webmaster, Information Technology Director, and Digital Media Group Leader.

#### **OPERATIONS**

The council held its initial meeting August 18, 2015 and will meet semi-monthly as it charts a course of business. Future meetings may take place on a monthly schedule or sooner as required.

The council will make decisions based on consensus from its members, or more formally on certain matters by simple majority. When unable to participate, a primary member may designate the secondary member to vote. The council chairperson, Information Technology Director, and Digital Media Group Leader do not vote.