

Web Council Charter

Approved March 13, 2013

1. **Authority:** The Web Council was established by the Web governance adopted and issued by EPA Administrator Mike Leavitt in December 2004. The Web Council's charter was updated in February 2013 based on the revised Web governance proposal recommended by the Quality and Information Council and approved by Malcolm Jackson, Chief Information Officer in July 2012.
2. **Purpose:** The purpose of the Web Council is to provide representative advice for content and infrastructure to the National Content and Infrastructure Managers and, through them, to the Web Executive Board to the Associate Administrator (AA) for the Office of External Affairs and Environmental Education (OEAE) and the Assistant Administrator (AA) for the Office of Environmental Information (OEI). The Council and its members are integral to the process of creating and managing Web content, including but not limited to coordinating cross-office content management and establishing and evaluating models for broad cross-office content reorganization. The Web Council is an advisory body for Web technical, design and procedural issues, as well as the main contact point for day to day operations, communications and coordination.
3. **Membership:** The Web Council shall consist of at least one representative from each agency program office and region. Some programs and regions may have two representatives as needed. Web Council members are appointed by their respective Office Senior Information Officials. The National Content and Infrastructure Managers serve as co-chairs of the Web Council.
4. **Meetings and communication:** The Web Council will hold monthly conference calls and virtual or face-to-face meetings as necessary. The agenda for the monthly calls will be coordinated by the National Managers and distributed to Council members in advance of the call.
 - It is expected that every program office and region will be represented on monthly calls and at each meeting. It is further expected that this representation will be by those appointed. Ongoing work and discussions will be handled via informal conferencing and email, a Web Council discussion listserv, and other discussion medium as warranted.
 - Web Council members will distribute information and communicate key messages to the Web contacts in their respective organizations.
5. **Information Resources:** The [Web Guide](#) contains information about Web Council [members](#) and [roles and responsibilities](#). A repository for Web Council actions and supportive information is maintained in the [Web Wiki](#).

6. **Decisions:** Web Council decisions shall be reached utilizing a consensus model. Members are expected to represent their respective offices and necessarily must sublimate their personal views to that end.
 - Recommendations of the Web Council and the National Managers are submitted to the Web Executive Board for their consideration and are subject to review by the AAs of OEAE and OEI.
7. **Subgroups:** The Web Council may create temporary or permanent subgroups for any purpose consistent with this charter. Such subgroups take their direction from and report to the full Web Council.