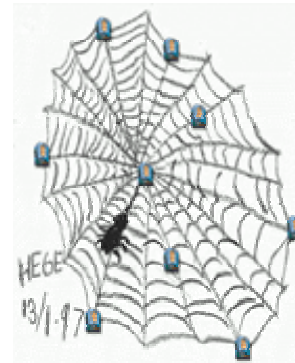


CHARTER FOR THE

**NATIONAL GEOGRAPHIC AREA
COORDINATION CENTER
WEBSITE COMMITTEE (NGWC)**



I. BACKGROUND

Geographic Area Coordination Center (GACC) websites have been in existence on the Internet going back to 1997. As time passed GACC sites had to grow in their capabilities, layout, and size to match the demand for their products and services. However, when one looks at all the sites collectively one will find little consistency and standardization in format and layout, thus resulting in visitors not being able to locate similar information from one site to another. In 2002 at the National Predictive Services and Intelligence meeting, a discussion was held on the lack of standardization of these sites, whereby it was determined that a Task Group should be formed to develop ideas on how to standardize the existing system. In 2004, the National Predictive Services Group, seeing the long-term need for the Task Group, directed the Group to charter itself and become a Committee.

II. NAME

The name of the Committee is the National GACC Website Committee (NGWC), and is hereby referred to as the Committee.

III. AUTHORITY

The Committee is established pursuant to the charter authority of the National Predictive Services Group (NPSG), under the auspices of the National Coordinators Group.

IV. MISSION

The mission of the Committee is to develop standardization procedures for Geographic Area Coordination Center websites and to enhance and expand other opportunities related to GACC sites.

V. OBJECTIVES

In relation to the GACC Websites, specific Committee objectives are to:

- A. Annually review the National GACC website to ensure it is up to date, accessibility compliant, and easy to navigate.
- B. Review GACC sites to insure each site is being maintained to the established standardized format.
- C. Offer new and innovative ideas for GACCs to use in the on-going development of their individual websites.
- D. Resolve issues that may arise with respect to established or establishment of GACC sites.
- E. Develop a network of GACC website contacts to disseminate technology transfer information pertaining to web management.

- F. Work with and monitor centralized host server operations (i.e. FAMWEB server) to ensure reliability of service.

VI. ORGANIZATION

The Committee operates under the direction of the NPSG. A member of the NPSG is assigned responsibility as a liaison to assist the Committee when necessary, and it is through this individual that the Committee relates and reports to the NPSG and National Coordinators.

VII. MEMBERSHIP

The size of the Committee shall remain small, normally less than six members total, due to the size of the community served. Five of the members shall be GACC personnel with a high interest in the subject matter and an enhanced knowledge of websites and website management. An additional member will come from a Federal or State agency and have specific professional duties as a Web Manager. The manager for the centralized host server will serve in an Ad hoc capacity.

These individuals are voting members and conduct Committee business. All Committee members will serve a minimum of two years at which time a new member may be selected or the current representative can continue for another term. As terms expire, notices will be sent to Geographic Area Coordination Centers asking for assistance in serving on the Committee.

The Committee shall select a Chair and Vice-Chairperson from its membership every two years at the fall meeting. Both positions shall serve a minimum of two years.

Ad hoc

The centralized host server operations manager will serve on the Committee as an Ad hoc member. This Ad hoc member will provide the Committee with information on the problems, issues, maintenance, and reliability of the centralized host server.

Subcommittees

Subcommittees and working groups will be formed as necessary to work on specific items or tasks identified by the committee. Subcommittees are ongoing functions of the Committee, while Working Groups are temporary in nature and will be dissolved when no longer needed as decided by the Committee. The Committee chair will insure there are a Lead and a Liaison from the Committee for each subcommittee and/or working group.

VIII. ROLES AND RESPONSIBILITIES

Chair

- Ensure Committee meetings are conducted in a proper and timely manner
- Approve, authorize, and coordinate committee activities
- Establish subcommittees and/or working groups, as necessary
- Approve and insure the dissemination of Committee reports and information to each GACC
- Respond to requests from Committee members for interagency contacts
- Attend or designate a representative to attend the NPSG meeting(s), and provide report(s) to the Group on Committee activities

Vice-Chair

- Conducts Committee business in the absence of the Committee chair

Committee members

- Attend and participate in Committee functions, subcommittees, and working groups, as necessary
- Identify GACC website issues and concerns and make recommendations concerning these to the Committee
- Coordinate dissemination of information regarding activities and operations of the Committee, subcommittees, and working groups
- Serve as a point of contact and liaison for Geographic Area Coordination Centers
- Notify Chair if unable to attend a meeting or function

Subcommittees

- Develop goals and objectives for the specific subcommittee
- Organize and plan activities as necessary
- Implement the actions required of the subcommittee
- Provide feedback to the committee chair and the Committee on the activities of the subcommittee

Working Groups

- Research special issues and concerns
- Issue progress reports and apprise chair on activities
- Respond to special requests from the Committee

IX. MEETINGS

The Committee shall meet in person at least once per year at a site to be selected at the previous meeting. Additional meetings or conference calls may be called by the Committee Chair as needed. Any committee member can request additional meetings or teleconferences if the need should arise.

Meetings will be scheduled and agendas will be provided in advance to Committee members and Liaison. These meetings shall be in the fall prior to the annual National Predictive Services and Intelligence meeting. Meetings are open to GACC personnel and other interested parties.

Cost of meetings, other than personal salaries and travel related expenses, shall be borne by the Committee member's agency or Center where the meeting will be held. At times a request may be placed in advance with the NPSG to host a meeting.

X. REPORTS AND MINUTES

Annual reports may be either in writing or verbal and made to the NPSG as a whole. It is not anticipated or desired that formal reports (for outside dissemination) be developed or submitted, although presentations at various meetings may be required.

Verbatim minutes are not necessary, but an accurate summary of the actions taken at each meeting is required.

XI. APPROVAL

This charter is effective as of the date of the approval by the NPSG and shall remain in effect until amended by the Committee or dissolved by the National Predictive Service Group (NPSG). The charter may be revised upon recommendations of a majority of the Committee members and with the concurrence of the NPSG Liaison.

Approved:

/s/ Gerry A. Day, Chair
National Predictive Services Group

Date: October 26, 2004