Web Team Charter

Purpose	Shared citywide workload and collaboration of the web-type work ("body of work") that is assigned by the VCH Team by the VCH Project Plan.
Authority	The WebTeam has the authority to set standards for user experience, design, technical standards and security. The Web Team is assigned work by the VCH Team, which sets the priorities and policies for e-Government.
Membership	Team members include representatives from Electric, Information Technology, Parks, Recreation and Libraries, Public Affairs & Communications and outside consultants. Current Members include: { External Consultants – development support per project basis. } Lon Peterson, e-Government Administrator, Public Affairs & Communication Angela Bal, e-Government Analyst II, Public Affairs & Communication Chris Rohde, Library System Supervisor, Parks, Recreation & Library Jenn Demuth, Technical Specialist, Parks, Recreation & Library Brian Johnson, System Analyst II, Information Technology Ray Bouknight, System Analyst II, Information Technology Scott Adrian, GIS Manager, Information Technology
Member Terms	The commitment of Web Team Members is ongoing - based on their technical and communications role and responsibility within the organization. The involvement on the Web Team follows the web-related role and responsibility, not the person. Team members are expected to attend meetings regularly and complete assignments and attend and participate in team meetings. This is a working team; members on this team will be assigned work based on the priorities in the VCH Project Plan in conjunction with their Department Head and supervisor.

Facilitator	The Public Affairs & Communications Department's e-Government Administrator will serve as the Web Team facilitator. The facilitator will lead the Web Team meetings, maintain the Web Team intranet website and documentation, and communicate ongoing progress to the Web Team.
Allocating Resources	While the VCH Team sets priorities for the current project list, the Web Team is responsible for allocating and communicating the availability of resources. If the Web Team does not have enough resources to accomplish the priorities in the VCH Project Plan, then there is a gap. To close the resource gap, the Web Team and VCH Team must work together to: 1. Find more funds or internal or external resources. 2. Hold off on beginning the project/initiative until other projects/initiatives are completed. 3. Priority of projects.
Work Assignments	VCH-type work (public-facing and internal digital communication and transactions) is assigned to the City's Web Team by the VCH Team. No other Team or Committee can assign projects to Web Team without first going to the VCH Team.
Meeting Frequency	Monthly or as needed based on workload, initiatives and projects.
Staff Support	The Web Team is led and supported by the Public Affairs & Communications Department within the City Managers Office.
Definitions	VCH Project Plan A sequence of steps that must be taken, or activities that must be performed well, for a strategy to succeed. A project plan has three major elements (1) Specific tasks: what will be done and by whom. (2) Time horizon: when will it be done. (3) Resource allocation: what specific staff resources and/or funds are available for specific activities. Body of Work The "body of work" is all things related to a specific subject area in its entirety. It's the total input and output of a focus area.