

**MALEM Strategic Plan Action Tracker** (Updated: 6/28/22)

**MISSION STATEMENT:** To promote and represent the field of Emergency Management in order to better enhance the safety of all citizens of and visitors to the State of Maine.

**GOALS:**

**A. To promote and represent the Association and Emergency Management.**

**B. To strengthen the proficiency and knowledge of Emergency Managers.**

<b>Elected/Appointed Officers</b>	<b>Elect/App</b>	
<b>President</b>	Elected	Dale Rowley
<b>Vice-President</b>	Elected	(Vacant)
<b>Secretary</b>	Elected	Andrew Sankey
<b>Treasurer</b>	Elected	Olga Hussey
<b>Membership</b>	Appointed	Olga Hussey
<b>Awards</b>	Appointed	
<b>Recruiting</b>	Appointed	
<b>Public Relations</b>	Appointed	
<b>Webmaster</b>	Appointed	Dale Rowley
<b>Legislative Liaison</b>	Appointed	
<b>Training</b>	Appointed	William Guindon
<b>Scholarship</b>	Appointed	Emily Kaster
<b>Networking</b>	Appointed	
<b>Peer Review</b>	Appointed	

<b>Task/Project Description</b>	<b>Officer</b>	<b>Status Update</b>
Update the Association Strategic Plan	Dale	Update and present for approval.
Appoint members to all Officer positions	Dale	Contact individuals to recruit
Schedule and prepare monthly meetings	Dale	Set up Zoom. Send out invites.
Schedule and prepare Annual Meeting	Dale	TBD
Prepare meeting minutes	Andy	Ongoing Monthly
Prepare meeting treasurer's report	Olga	Ongoing Monthly
Process all new & renewal memberships	Olga	Ongoing

<b>Task/Project Description</b>	<b>Officer</b>	<b>Status Update</b>
Contact members who are overdue in membership	Olga	16 overdue members
Manage an Annual Association Awards program		
Complete activities to recruit and retain Association membership		
Submit media releases to social & print media		
Publish articles in statewide publications, such as MMA's Maine Town & City		
Start an Association presence on Twitter		
Start an Association presence on Facebook	Sarah	
Develop an outreach campaign with marketing materials		
Maintain an Association website	Dale	Post Survey Report on website
Publish a library of EM best practices, resources and other materials on the website	Dale	Will reach out to members for materials
Review Legislative Bills. Survey members on positions.		
Provide testimony on relevant EM-related legislation		
Manage the Association Scholarship Program	Emily	
Create a funding stream for the Scholarship Program.		
Schedule MALEM-hosted training and education events.		
Develop a Lesson Plan for Local EM 101		
Develop a Lesson Plan for Certification Programs (BEM I/II, CEM-ME, CEM)	Dale	Giving webinar on July 20 <sup>th</sup> at 6:30pm
Develop a Lesson Plan for Comprehending Emergency Management for Elected Officials		
Complete & analyze polls/surveys	Emily	
Manage a member mentor program.		
Advertise EM training and education opportunities	William	
Partner with other associations (Fire, Police, etc)		
Manage a peer-review program		