

# **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945  
PHONE: (415) 878-2690 FAX: (415) 878-2660

## **2012 MERA EXECUTIVE OFFICER WORK PLAN** **JANUARY 1, 2012 – DECEMBER 31, 2012**

**Proposed: 11-17-11**

The Executive Officer will:

- 1) Develop staff reports and policies on administrative matters and financial operations and operating and capital budgets, for Finance and Executive Committee review and recommendation for Board action.
- 2) Facilitate completion of Strategic Plan tasks assigned to the Governance Work Group, Finance Committee and Outreach Subcommittee within 12-18 months of 12/10 Plan adoption, including providing support for individual and joint committee meetings and work performed by related consultants. Tasks include implementation of new governance structure and voting formula, internal and external stakeholder educational campaigns, finalization of technology plan and approval of funding sources and plan.
- 3) Continue providing administrative and financial analyses and logistical support to the Operations Officer for MERA operations projects and Strategic Plan tasks associated with replacement technology.
- 4) Continue updating the MERA website to reflect current organizational operations and activities.
- 5) Continue the Executive Officer/Member communications plan including periodic presentations to member agency professional organizations and other Marin County groups, such as the Marin County Council of Mayors and Councilmembers (MCCMC).
- 6) Provide semi-annual orientation on MERA for new Board and Executive Committee Members, Alternates, member agency elected and appointed officials and other interested persons.
- 7) Perform all other duties as outlined in the Board-approved Executive Officer position description (see attached).

ATTACHMENT: Scope of Services MERA-RGS Executive Officer Contract of 12/5/07