



Maritime Institute for Emergency Monitoring and Response

Mission, Goals & Objectives
Operational Schematic &
Job Descriptions

**Mission Statement
Major Goals &
Objectives**



Mission

Mission Statement

Establish an institute in alliance with a major university/ college and under a partnership arrangement with the private and public sectors.

The institute will focus its research and operations on those critical maritime industries indigenous to the U.S. Gulf Coast.

1. Establish a **forum** for research and development and the coordination of application of new technologies in the maritime industries.
2. Develop **training** for private industry to meet its immediate needs for compliance with federal and state homeland security mandates, disaster preparedness, and
3. Design an associated **curriculum** to educate future specialists in disaster preparedness and homeland security careers.

Goal 1.0

Establish a [forum](#) for research and development and the coordination of application of new technologies in the maritime industries

Objectives

1. Create organization w/incentives & competitive compensation package.
2. Hire, train and retain qualified personnel.
3. Seek and secure leading-edge technologies, innovations and applications.
4. Establish alliances w/educational institutes, government agencies & industry.
5. Develop research to stimulate practical innovations & solutions.
6. Conduct forums and conferences for academia, government and industry.
7. Manage Institute in business-case manner w/ emphasis on fiscal accountability.

Goal 2.0

Develop training for private industry to meet the immediate needs for compliance with federal and state homeland security mandates and disaster preparedness.

Objectives

1. Develop assessment of assets & infrastructures in South La and Gulf coast.
2. Design & implement communications system w/leading-edge vehicles.
3. Inform, educate & stimulate all sectors on salient issues for collaboration.
4. Design user-friendly, interactive, secure portal for internet access.
5. Develop grant requests to federal, state and other grant funding agencies.

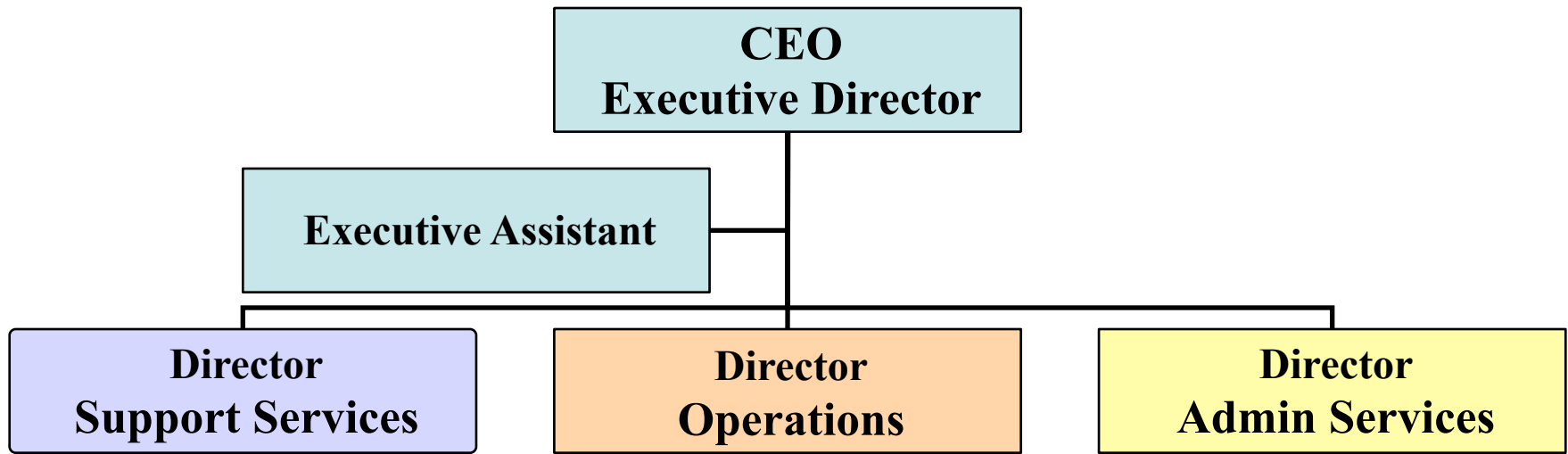
Goal 3.0

Design an associated curriculum to educate future specialists in homeland security and disaster preparedness careers.

Objectives

1. Develop a training program for industry's immediate needs.
2. Develop a curriculum for future home land security careers.
3. Create a collaboration w/ existing educational institutions.
4. Establish strategic marketing program w/ educational institutes.
5. Proactively market services to private/public sectors.
6. Maintain industry needs knowledge & adjust training programs.

Organizational Schematic & Job Descriptions



- Information Technology
- Membership & Development
- Government /Public Relations

- Research & Development
- Assessment & Certification
- Industry Training
- Curriculum

- Admin & Clerical
- Accounting & Control
- Facility Management

Staffing level: 17 Fulltime positions

Title: CEO & Executive Director

Department: Executive

Job Duties:

- Reports to Board of Directors.
- Set policy based on membership and industry needs.
- Plans and implements strategic direction.
- Oversees the organization's operations.
- Develops and maintains sound working relationship with industry and government leadership.

Title: Executive Assistant

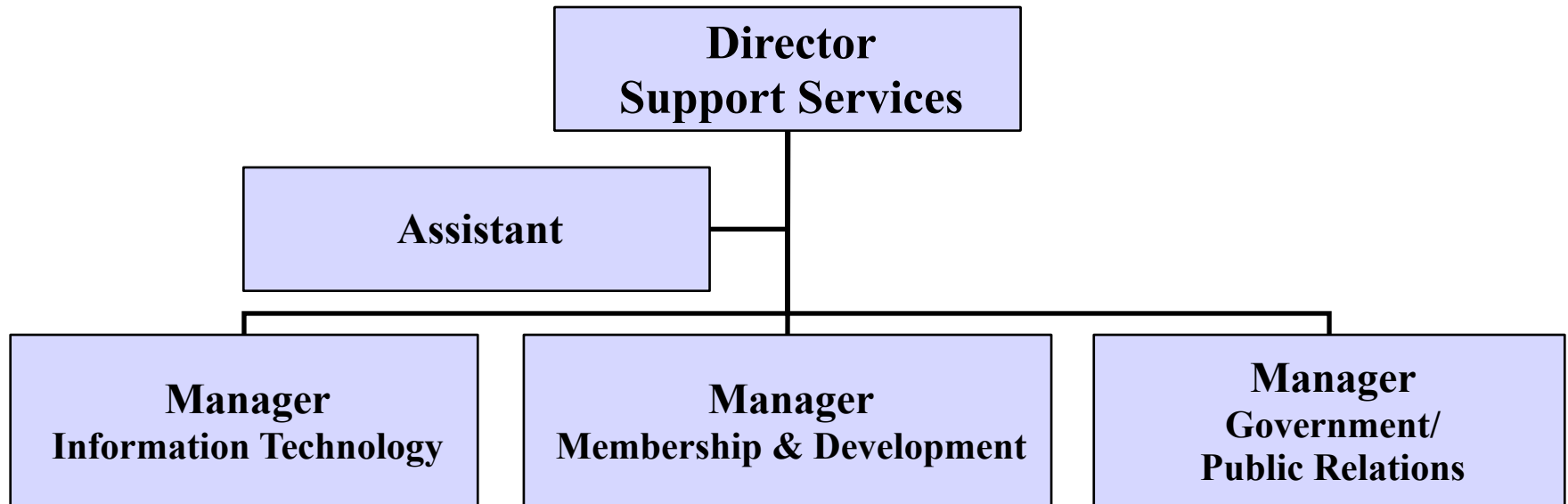
Department: Executive

Job Duties:

- Reports to CEO/Executive Director.
- Manages and maintains executive office.
- Maintains schedules, appointments, correspondence.
- Reviews and process all communications. E.g. e-mails, letters, telephone calls, and
- Any other duties as deemed necessary from time to time.

Organizational Schematic

Support Services



- E Commerce
- Website Management
- Systems & Applications

- Membership
- Fundraising
- Grant, Affiliations & Sponsorships
- Gifts & Donations

- Admin & Clerical
- Accounting & Control
- Facility Management

Title: Director

Department: Support Services

Job Duties:

- Reports to Executive Director.
- Plans and manages department budgets.
- Monitors department budget for efficiency and effectiveness.
- Supervises personnel and conducts productivity evaluations.

Title: Assistant

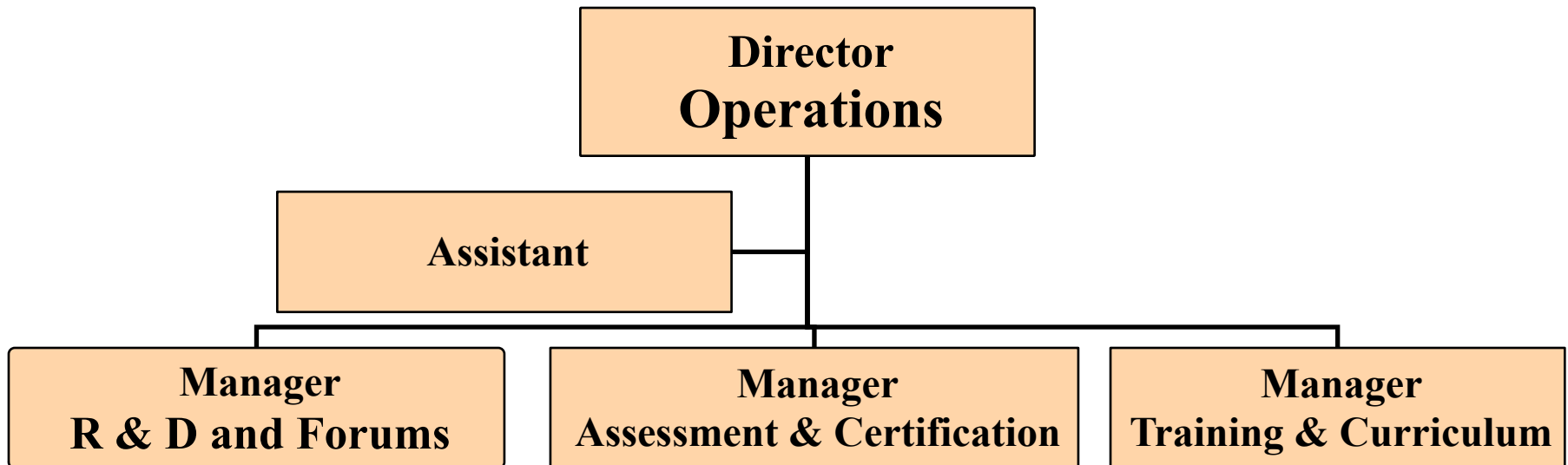
Department: Support Services

Job Duties:

- Reports to Support Services Director.
- Manages and maintains office.
- Maintains schedules, appointments, correspondence.
- Maintains records and performs clerical duties as required.
- Reviews and process all communications. E.g. e-mails, letters, telephone calls, and

Organizational Schematic

Operations



- Sponsored Research
- Conferences & Forums
- Event Planning & Management

- Vulnerability Monitoring
- Responsiveness Planning
- Command
- Remediation

- Industry Workshops
- Outreach
- Web Based Education
- Curriculum Development
 - Geopolitical
 - Home Land Security

Title: Director

Department: Operations

Job Duties:

- Reports to Executive Director.
- Plans and manages department budgets.
- Monitors department budget for efficiency and effectiveness .
- Supervises personnel and conducts productivity evaluations.

Title: Assistant

Department: Operations

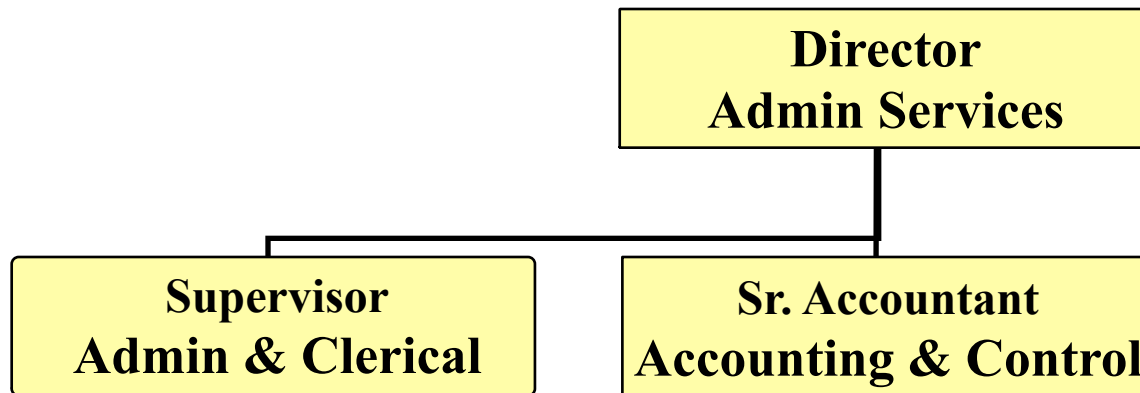
Job Duties:

- Reports to Operations Director.
- Manages and maintains office.
- Maintains schedules, appointments, correspondence.
- Maintains records and performs clerical duties as required.
- Reviews and process all communications. E.g. e-mails, letters, telephone calls, and



Organizational Schematic

Admin Services



- Reception & Mail
- Personnel Services
- Office & Supplies
- Contract Administration
- Janitorial

- Accounts Payable
- Accounts Receivable
- Payroll
- Financial Statements
- Grant & Management Reporting

Title: Director

Department: Administrative Services

Job Duties:

- Reports to Executive Director
- Plans and manages department budgets.
- Monitors department budget for efficiency and effectiveness .
- Supervises personnel and conducts productivity evaluations.

Title: Supervisor

Department: Administration & Clerical

Job Duties:

- Reports to Admin Services Director.
- Maintains clerical and administrative records.
- Manages office appearance and equipment.
- Oversees reception operations and other clerical personnel.

Title: Senior Account

Department: Administration & Clerical

Job Duties:

- Reports to Admin Services Director
- Maintains accurate and timely accounting records.
- Manages cash disbursements and bank deposits.
- Prepares and disburses payroll.
- Complies with GAAP and government regulations.
- Prepares periodic financial statements and other accounting related duties.