



ROLES & RESPONSIBILITIES
CENTRE DIRECTOR

THRIVING BEYOND[™]
COMPLEX TRAUMA

 **TIM**
Fletcher

RE/ACT Centres

DIRECTOR

DIRECTOR: _____

APPOINTMENT DATE: _____

REPORTS TO: COO, FINDING FREEDOM/ CEO FINDING FREEDOM

RESPONSIBLE FOR: ALL RE/ACT CENTRE LOCATION STAFF

LOCATION: _____

PRIMARY AREA OF INFLUENCE: CORPORATE, RE/ACT CENTRE

CONTENTS:

PURPOSE & CONFIDENTIALITY DISCLAIMER	1
ROLES & RESPONSIBILITIES	2
TEAM INVOLVEMENT	4
DETAILED RESPONSIBILITIES	5
REQUIRED SKILLS & COMPETENCIES	8
COMPENSATION	9
EMPLOYEE CONTRACT	10

Purpose & Confidentiality **DISCLAIMER**

RE/ACT: Recovery Education for Addictions and Complex Trauma Centres offer out-patient 12-week recovery programs which provide recovery education for addictions and Complex Trauma under the guidance of Finding Freedom. Our Head Office is located at 257 Riverton Avenue, Winnipeg, MB.

The outline of the DIRECTOR Details, particularly their Roles & Responsibilities is a formal means to document the activities of the DIRECTOR, and measure this against the expectations, performance, and outcomes based on the original objectives agreed upon by both the DIRECTOR and RE/ACT HO. Consequently, everyone will have a clear understanding of responsibilities, accountability and, individual as well as team goals & aspirations.

THIS IS A CONFIDENTIAL DOCUMENT. IF YOU HAVE ANY QUESTIONS OR CONCERNS WITH THE CONTENTS OF THIS DOCUMENT, PLEASE CONSULT YOUR SUPERVISOR.

ALL OF THE CONTENTS OF THIS DOCUMENT MUST REMAIN CONFIDENTIAL WITHIN THE RE/ACT COMPANY (including Finding Freedom & Tim Fletcher Co.) AND WILL REMAIN THE SOLE PROPERTY OF RE/ACT IN THE EVENT OF TERMINATION, WITHDRAWAL, OR DISMISSAL.

DATE

DIRECTOR NAME (please print)

DIRECTOR SIGNATURE

Roles & **RESPONSIBILITIES**

Roles indicate which positions in the company the person will fill. The position as DIRECTOR requires a variety of Roles & Responsibilities.

ROLE: BRAND AMBASSADOR

Responsibilities:

The DIRECTOR must act in good faith and in the best interests of the company and in all business matters must accurately reflect the RE/ACT brand. They must exercise their power as a DIRECTOR for the correct purpose of staying true to the RE/ACT mission, vision, and corporate values:

MISSION

To offer a safe, loving and respectful environments and programs that address the biological, psychological social and spiritual aspects of healing for people who suffer from addictions, trauma, and/ or spiritual brokenness, that they may experience a measure of freedom from the effects of these while becoming better equipped to face future challenges.

VISION

Breaking the cycle of Complex Trauma by empowering individuals to lead successful lives, teaching them to be advocates for loving family homes and communities, and creating great change all across the globe, starting with a ton of unconditional love.

VALUES

LOVE DRIVEN

Everyone is accepted with flaws – In every aspect of our brand, everyone is loved and accepted exactly the way that they are. That doesn't mean we aren't all a little screwed up, but if we start with love, then we know that we're going to be ok!

COMMUNITY MINDED

We are an alliance in every community – In all of our activities we act as a conduit between Complex Trauma and a loving/ supportive community. We work alongside individuals, support groups, organizations, counsellors and agencies from the ground up, and we do not discriminate – at all – ever. We are easily accessible, and will become an integral part of your community. We give back, we support, and we promote positivity in everything that we do. We co-exist alongside addiction recovery centres and programs, many which highly recommend Finding Freedom Evenings attendance and RE/ACT as a part of patient after-care programs.

FREE-FOR ALL

We are truly, free – We are completely judgement free – which is why we corporately are non-religious, even though we do offer a Christian perspective to every aspect of our videos and content. We offer honest love without any strings attached to anyone who seeks help and support. If Churches would like to start Finding Freedom or RE/ACT, they are free to add their own content as they see fit. If organizations would like to take adaptations of the teachings and implement them into their programs, they are absolutely able to in signing a license agreement.

Finding Freedom and RE/ACT are also cost-free to anyone who seeks help. Tim Fletcher Co. will also provide founders with fundraising advice and support if the burden of the annual expense or fees becomes too great.

EDUCATION-CENTRIC

Through education, we advocate to bring better understanding and awareness to the relevance and truth of Complex Trauma. With better information, loved ones are able to offer better support – a critical component in providing lasting healing.

SCIENCE-FUELLED

Knowledge is power – We are the very first organization in the world to adopt the paradigm shift of Complex Trauma in recovery completely. Our premier teachings from Tim Fletcher will plant the seeds to help people actually get healthy – beginning with taking a look at Complex Trauma and how it negatively affects early brain development.

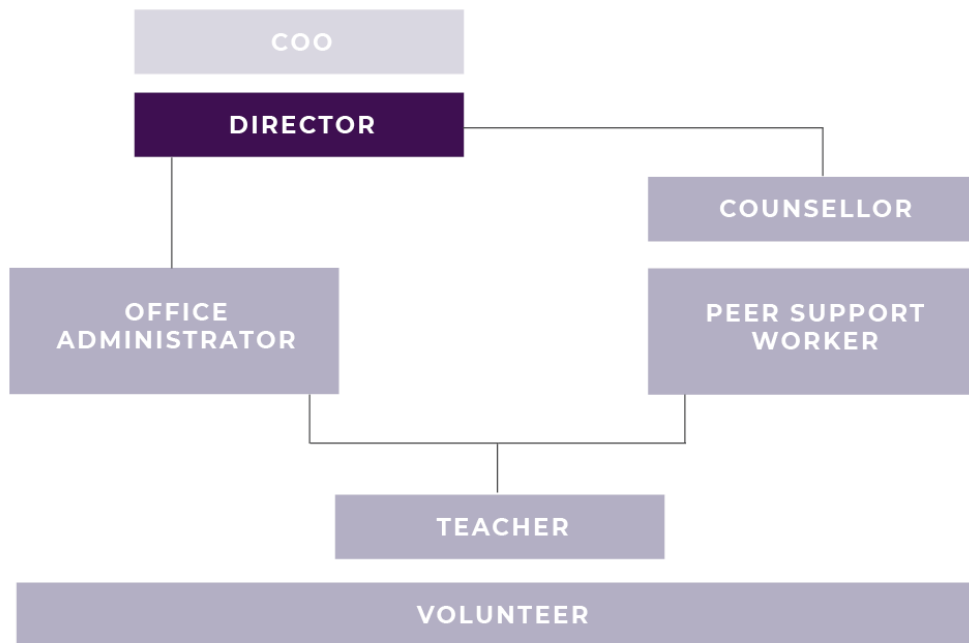
FAMILY-ORIENTED

More loving family homes = less addictions. The ongoing nurturing of people in loving homes is the first step to achieving real healing, but it's also the last step in preventing addictions from happening in the future. So with a family-mindset, and a direct focus on family relationships, our community must have the love and warmth that comes with a healthy family-type of environment.

The DIRECTOR must agree to ensure that the business is carried out in a way that only promotes the company in all financial and legal matters. The DIRECTOR must also ensure that all business activities comply with the provincial and national laws, and relative Companies Acts.

Team INVOLVEMENT

The DIRECTOR is the head of the RE/ACT Centre Location and answers to the COO of Finding Freedom in all matters beyond their local jurisdiction and subsequent requirements.



Detailed **RESPONSIBILITIES**

ROLE: PRIMARY CONTACT WITH RE/ACT HO.

Responsibilities:

Records Management - Ensure asset protection by establishing, monitoring, and enforcing all internal operations, particularly with respect to client and staff data. Achieve client objectives by correctly ensuring that the acceptance of clients and their success reporting is effectively checked, and recorded. Purchase and maintain technology hardware and software to support the requirements of RE/ACT HO. Maintain professional knowledge and consult with the COO of RE/ACT where applicable. Keep all information about the company strictly confidential.

The DIRECTOR must review, know, implement, and enforce all current RE/ACT Policies & procedures included in the RE/ACT Corporate Directory (REF# TIM 2006). These Policies & procedures will be updated once per calendar year. All "DIRECTOR" meetings must be attended which are held quarterly by RE/ACT HO.

ROLE: CONTROLLER

Responsibilities:

Prepare special reports as determined by the COO - primarily Gross and Net reports, and all government compliant, legal, and fit for business' financial processes. These reports must go beyond basic accounting and operate in the best interest of the organization in all aspects. Guide your location/ financial decisions by establishing, monitoring, and enforcing all finance-related policies and procedures. Ensure that your RE/ACT Centre has sufficient funding & donations to continue running. All fundraising activities and grant proposals must be approved by the COO of RE/ACT prior to submission or launch.

ROLE: HEAD OF HR

Responsibilities:

Care for the safety, and success of all staff members. Initiate all corrective and disciplinary actions. Exercise rights and powers of a DIRECTOR to lead, manage, and guide all persons in contact with RE/ACT. Ensure that all OFFICE ADMINISTRATIVE, TEACHERS, COUNSELLORS, AND PEER SUPPORT WORKERS are staying on task with their respective Roles & Responsibilities.

ROLE: OFFICE MANAGER

Responsibilities:

As DIRECTOR, ensure that all office management and administrative tasks are completed per the guidelines set forth by RE/ACT HO. Ensure safe storage of all logs, keys, passwords. Complete daily, weekly, and monthly tasks to ensure all financial information is entered into appropriate software and regularly kept up to date. Ensure all income and expense data is tracked, as well as payroll.

The DIRECTOR must ensure that all clients and staff remain safe at all times both physically and emotionally during all program activities. < See Client Safety >

ROLE: STAFF EMPLOYER AND COORDINATOR

Responsibilities:

As DIRECTOR, employ and coordinating staff. The DIRECTOR is responsible for processing applications for all staff and volunteers who apply. Conduct interviews to assess suitability for the position they are applying for. Ensure that new staff and volunteers sign the behaviour contract. < See Behaviour Contract > Ensure that staff are provided with the necessary treatment needed for them to complete their task and offer feedback so that staff can improve their work. Supervise staff and volunteers to ensure that their roles are fulfilled, client needs are met and that any and all ethical standards are adhered to. Provide disciplinary measures when necessary to correct staff or volunteer behaviour.

ROLE: CENTRE ADMINISTRATOR

Responsibilities:

As DIRECTOR, update and fill out forms where applicable, and enforce all Corporate policies and procedures.

As per < Staff Meeting Policy > , the DIRECTOR must facilitate weekly staff meetings and ensure that all staff has the opportunity to provide feedback and make any necessary changes. Must also receive client feedback positively and make any changes when necessary.

Update the client list when clients are accepted or graduate from the program. Ensure all forms are signed when a client is accepted in to the program. Administer second assessments on more complex applications. < See ?? > Make final decisions on major issues such as critical incidents and client discharges. Ensure that in the case of an incident, that a incident report is filled out. < See Incident Report > Oversee changes to program options and material, such as class notes updates, extra-curricular activities, etc.

The DIRECTOR must have extensive knowledge of the whole Corporate Directory.

REQUIRED SKILLS & COMPETENCIES

The DIRECTOR must also have the following skills and competencies:

1. Completion of the 3-month RE/ACT Course either at a designated Centre, or via the LIFT Online Learning Program
2. Attend the 1-week Administration training session prior to launch
3. Have contacts in their community in order to obtain sufficient funding for launch
4. Find a community centre in which to house the program (preferably a church)
5. Have knowledge with computer programs and website functionality
6. Must have extensive knowledge of the Corporate Directory in its entirety, and be able to refer to generalizations of policies by memory.
7. Must have very strong organizational skills, and be able to stay on task
8. Must not be currently struggling with addictions or mental health disorders, and if so, must abstain for a minimum of 2 years and receive allowance to proceed from RE/ACT HO.
9. Must have very strong interpersonal skills and be able to lead and motivate a team
10. Must be able to make decisions in a clear and concise manner
11. Must comply with a Background Check as well as Criminal Record Check
12. Must be able to communicate clearly with all clients and other agencies professionally and confidentially.
13. Must comply with all policies included in the Corporate Directory
14. Must be able to address any issues that come up between clients and staff.
15. Have an open mind and be able to receive feedback whether positive or negative
16. Must be very organized and able to give out schedules in advance to the week they are needed
17. Must be willing and able to build relationships with both clients and the staff so that trust can be built among the RE/ACT Team.
18. Must be able to identify their own strengths and weaknesses and delegate tasks.
19. Must be willing to sign all forms and agreements associated with DIRECTOR role in the Corporate Directory and abide by them.

COMPENSATION

As Director, you will be in a paid position in RE/ACT. Please review this carefully.

As DIRECTOR, assume responsibility for finding their own funding to pay both themselves and their staff. The salary for DIRECTOR can range from \$35,000-\$80,000 annually depending on:

- Amount of hours worked
- Amount of work completed
- The delegation of responsibilities that are given to other staff members

HO will evaluate the DIRECTOR's work load and how many hours they spend in the office. Based on these observations, HO will decide how much the DIRECTOR will be compensated.

RE/ACT EMPLOYEE CONTRACT

Private & Confidential

Date (MM, DD, YYYY): _____

To _____,

RE/ACT, under the guidance of Tim Fletcher Co. is pleased to offer you a position as Director here.

Terms of Employment

Commencement Date

- Your new role will commence on _____.

Compensation

- \$_____ per annum (paid on a _____ basis)

Vacation

- You will accrue vacation days at a rate of _____ vacation days per month, for a total of _____ vacation days annually, to be taken at such time as is determined or acceptable to Tim Fletcher Co.

Hours of work

- Monday to Friday, regular business hours. From time to time, you may be required to work reasonable additional hours or after hours to fulfill your responsibilities.

Commitment Period

You agree to commit to working as Director at RE/ACT for a time period of _____ months.

Additional Notes

Agreement

Founder/ Director

Employee Name

Signature

Signature

Date

Date