

## Organisational structure & Operational Policy

<b>Board of Trustees</b> (Chair, Secretary and 3 Trustees )		
<b>Executive Operating Committee - Trustee appointed to oversee and feedback to Board</b>		
Clinical Director	Executive Director	Operational Director
Line Management function		
Line manager to therapy department and clinical line management to support services and Line manager to Training and Outreach	Line Manager to support services staff as before	Line Manager to Fundraising Managers in Dublin, Limerick and bookkeeping.
Additional roles		
<ul style="list-style-type: none"> <li>• Charities Regulator Governance</li> <li>• Overall Clinical signoff</li> <li>• Clinical Policies</li> <li>• Tusla Funding</li> <li>• Legal contact</li> <li>• Project development</li> <li>• External Stakeholder relationships</li> <li>• CE Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Charities Regulator Governance</li> <li>• Data Protection governance</li> <li>• All PR</li> <li>• CE Committee</li> <li>• Governance reporting i.e. Annual reports</li> <li>• External Stakeholder relationships</li> <li>• Project development</li> <li>• External networking</li> <li>• CARI face/voice</li> </ul>	<ul style="list-style-type: none"> <li>• Charities Regulator Governance</li> <li>• Funding and grant application oversight</li> <li>• HR Contract management</li> <li>• Financial management and governance</li> <li>• Centre management ,Dublin&amp;Limerick</li> <li>• External Stakeholder relationships</li> <li>• Project development</li> </ul>

### Management Structure

Therapy Team Leader - Dublin Management of Dublin Therapy team		
Helpline Team Leader Management of Helpline Team	CASS Team Leader Management of CASS Team	Fundraising&Event Managers Dublin & Limerick Management of Fundraising and Events
Training & Outreach Manager Management of Training and Outreach	Forensic Team Leader Management of Forensic Team	CE Managers Dublin &Limerick Management of CE Staff

		Finance & Administration Management of Company accounts
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## Communication structure

### House meeting

This to be held every quarter. Its function is to provide department updates and disseminate information around and down.

### Management meetings

These are to be held every month with a PA presence for record keeping and follow up. All managers to be present and agenda to cover:

1. Financial
2. Governance
3. Clinical
4. Opportunities
5. AOB

There are to be 12 management meetings per annum, 1/3 of which to be held at the Limerick Centre.

### Managing Director Meetings

These are to be held every month with a PA presence for record keeping and follow up. They are to be held after the manager meetings. Core topics to be covered at these meetings are:

1. Management meeting content
2. Updates
3. Governance
4. Financial
5. HR
6. Strategic presence in work
7. AOB