



AlpineBits Alliance

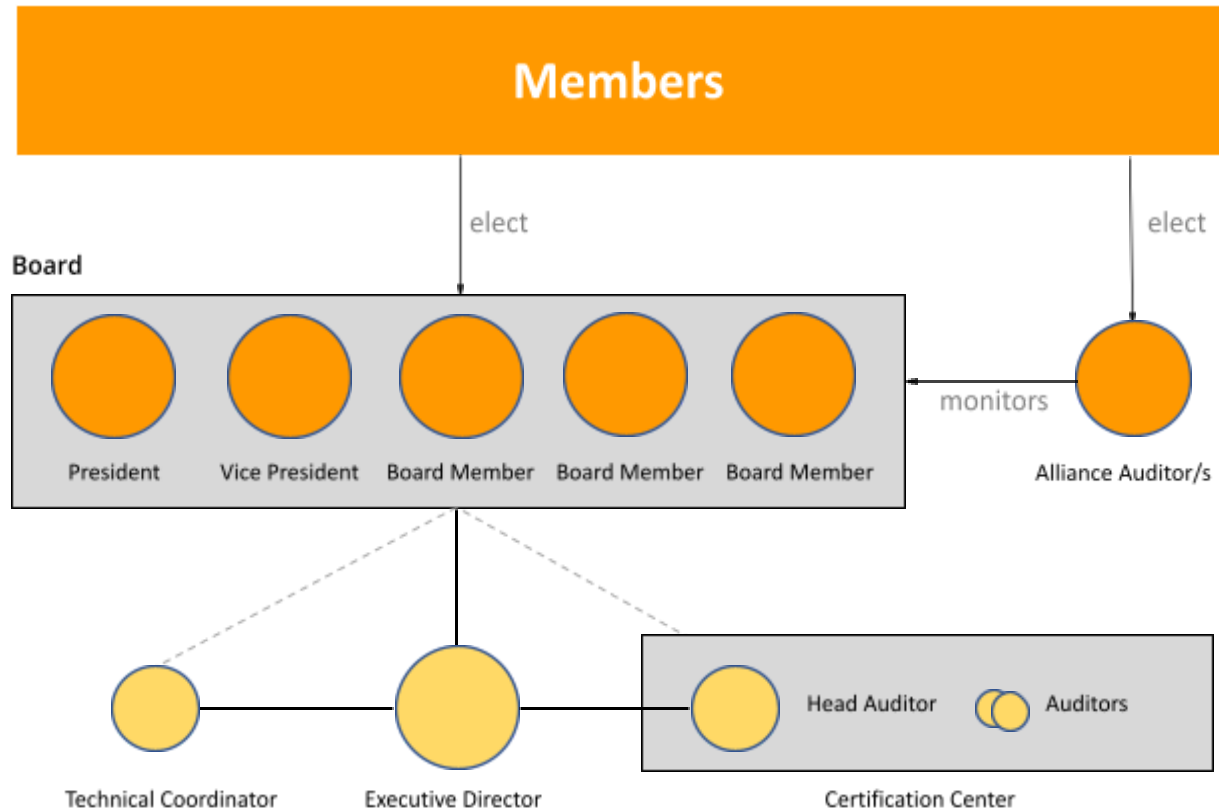
Organisation Structure

Version 11.02.2022



1. Organisation Chart

General Assembly



Permanent Task Force
Hotel Data

Permanent participants:

- Executive director
- Technical Coordinator
- Board Member (representative)
- Interested Members

Participants if required

- Head Auditor
- External Technical Consultants

Permanent Task Force
Destination Data

Permanent participants:

- Executive director
- Technical Coordinator
- Board Member (representative)
- Interested Members

Participants if required

- Head Auditor
- External Technical Consultants

● Honorary positions
 ● Paid functions

Holders of positions

President	SiMedia GmbH – represented by Reinhold Sieder
Vice President	HGV – represented by Stefan Hohenegger
Board Member	NOI Techpark – represented by Patrick Ohnewein Peer GmbH – represented by Daniele Gobbetti Brandnamic GmbH – represented by Elmar Premstaller
Alliance Auditor	Altea Software GmbH – represented by Stefano Tosolini
Executive Director	Emily Louise Simonis
Technical Coordinator	Martin Rabanser
Head Auditor of Certification Center	Martin Rabanser

Additional responsibilities of the board members

Cashier	SiMedia GmbH – represented by Reinhold Sieder
Board Representative Hotel Data	Peer GmbH – represented by Daniele Gobbetti
Board Representative Destination Data	NOI Techpark – represented by Patrick Ohnewein

Job Descriptions

President

Role Purpose	<ul style="list-style-type: none"> • Optimal governance of the Alliance • Public representation of the association
Key Tasks	<ul style="list-style-type: none"> • Legal representation of the Alliance • Convene board meetings • Develop strategies for the association • Undertake everything necessary to fulfil the purpose of the association • Delegate people for specific tasks
Requirements	<ul style="list-style-type: none"> • Leadership expertise • Representation abilities • Basic technical understanding • Strategic foresight

Vice President

Role Purpose	<ul style="list-style-type: none"> • Optimal governance of the Alliance
Key Tasks	<ul style="list-style-type: none"> • Replacement of the president in his/her absence • All key tasks of a regular board member
Requirements	<ul style="list-style-type: none"> • Representation abilities • Basic technical understanding • Strategic foresight

Board members

Role Purpose	<ul style="list-style-type: none"> • Optimal governance of the Alliance
Key Tasks	<ul style="list-style-type: none"> • Develop strategies for the association • Attend board meetings • Necessary measures to fulfil the Purpose of the association • Measures to be taken for problem-solving investigation • Administration of the association • Define rules of procedure
Requirements	<ul style="list-style-type: none"> • Basic technical understanding • Strategic foresight

Cashier

<p>Role Purpose</p>	<ul style="list-style-type: none"> • The cashier is responsible for the financial management of the AlpineBits Alliance. The treasurer is appointed by the president, alternatively the president can also hold this function him/herself.
<p>Key Tasks</p>	<ul style="list-style-type: none"> • Management of the alliance's treasury • Processing of payment transactions • Reporting on the financial and asset situation • Preparation of VAT and tax returns • Responsibility for accounting for commercial activity • Creation and documentation of the income and expenditure for the institutional activities <p>The treasurer presents the treasury report at the general meeting. The duties of the cashier:</p> <ul style="list-style-type: none"> • Issuing of invoices for commercial activities • Issuing of payment requests by January 31st of each year for the membership fees • Control of incoming payments within the defined payment periods • Control of the bank account and the cash desk (if available) according to the principle: No posting without receipt • Examination of whether the expenditure complies with the statutory provisions and was carried out according to the principle of economic efficiency • Keeping the inventory list • Payment of taxes and fees within the statutory due dates • Control of incoming invoices with offers and delivery of products • Evaluation of funding opportunities on an ongoing basis • Constantly informing the board about the financial situation of the association • Managing Zucchetti, Tieni il tuo conto for incoming and outgoing invoices <p>The cashier can either take care of the activities and tasks him/herself, or these are handed over to a tax advisor and the coordinator for the organisation.</p> <p>Even if there is a proxy, the cashier must coordinate and control the activities.</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Financial management understanding • Strategic foresight

Board representative HotelData

Role Purpose	<ul style="list-style-type: none"> • Optimal flow of information between Board and the Working Group
Key Tasks	<ul style="list-style-type: none"> • Attend developers' meetings when requested by the members / the Board • Inform the developers of the strategic priorities of the AlpineBits Alliance • Resolve conflicts within the HotelData Working Group • Support the Project Coordinator and Technical Coordinator in the information exchange between Board and the HotelData Working Group
Requirements	<ul style="list-style-type: none"> • Basic technical understanding • Strategic foresight

Board representative DestinationData

Role Purpose	<ul style="list-style-type: none"> • Optimal flow of information between Board and the Working Group
Key Tasks	<ul style="list-style-type: none"> • Attend developers' meetings when requested by the members / the Board • Inform the developers of the strategic priorities of the AlpineBits Alliance • Resolve conflicts within the DestinationData Working Group • Support the Project Coordinator and Technical Coordinator in the information exchange between Board and the DestinationData Working Group
Requirements	<ul style="list-style-type: none"> • Basic technical understanding • Strategic foresight

Executive Director

<p>Role Purpose</p>	<ul style="list-style-type: none"> • Optimal coordination of the Alliance • Implementation of the strategic Alliance goals
<p>Key Tasks</p>	<ul style="list-style-type: none"> • Coordination of the activities of the association (coordination of Technical coordinator, Auditor, and the different functions required by the association); • Management of a defined executive budget (to be defined annually by the board) • Organisation, participation and minute-taking at the member meetings • Organisation, participation and secretary at board meetings <ul style="list-style-type: none"> ◦ operational organisation of the board meeting (monthly meeting with President, Technical coordinator and any board members who wants to participate, before the Board Meeting): preparation of the report for the Board • Organisation of the task force meetings • Organisation and realisation of the AlpineBits Day • Correspondence management (info@alpinebits.org) • Content management of the homepage • Community management (Facebook, mailing list) • Support of the cashier and coordination with the external business consultant • Adherence to the development of the association
<p>Requirements</p>	<ul style="list-style-type: none"> • Experience in organisation • Basic technical understanding • Communication skills

Technical Coordinator

<p>Role Purpose</p>	<ul style="list-style-type: none"> • Optimal technical coordination of the Alliance • Improvement of the AlpineBits standards
<p>Key Tasks</p>	<ul style="list-style-type: none"> • Technical advice to the board <ul style="list-style-type: none"> ◦ activity report & board meeting attendance • Report to the board on the technical development of the Alliance <ul style="list-style-type: none"> ◦ operational organisation of the board meeting (monthly meeting with President, Project coordinator and any board members who wants to participate to attend, before the Board Meeting): preparation of the report for the Board • Technical coordination of certification activities • Maintenance and monitoring of AlpineBits Alliance technical

	<p>systems</p> <ul style="list-style-type: none">• HotelData technical working group (TWG) support• Technical coordination of AlpineBits HotelData releases• DestinationData technical working group (TWG) support• Technical coordination of AlpineBits Destination Data releases
Requirements	<ul style="list-style-type: none">• Advanced knowledge of the implemented technologies• High technical knowledge of AlpineBits standards• Structured working