



# AlpineBits Alliance

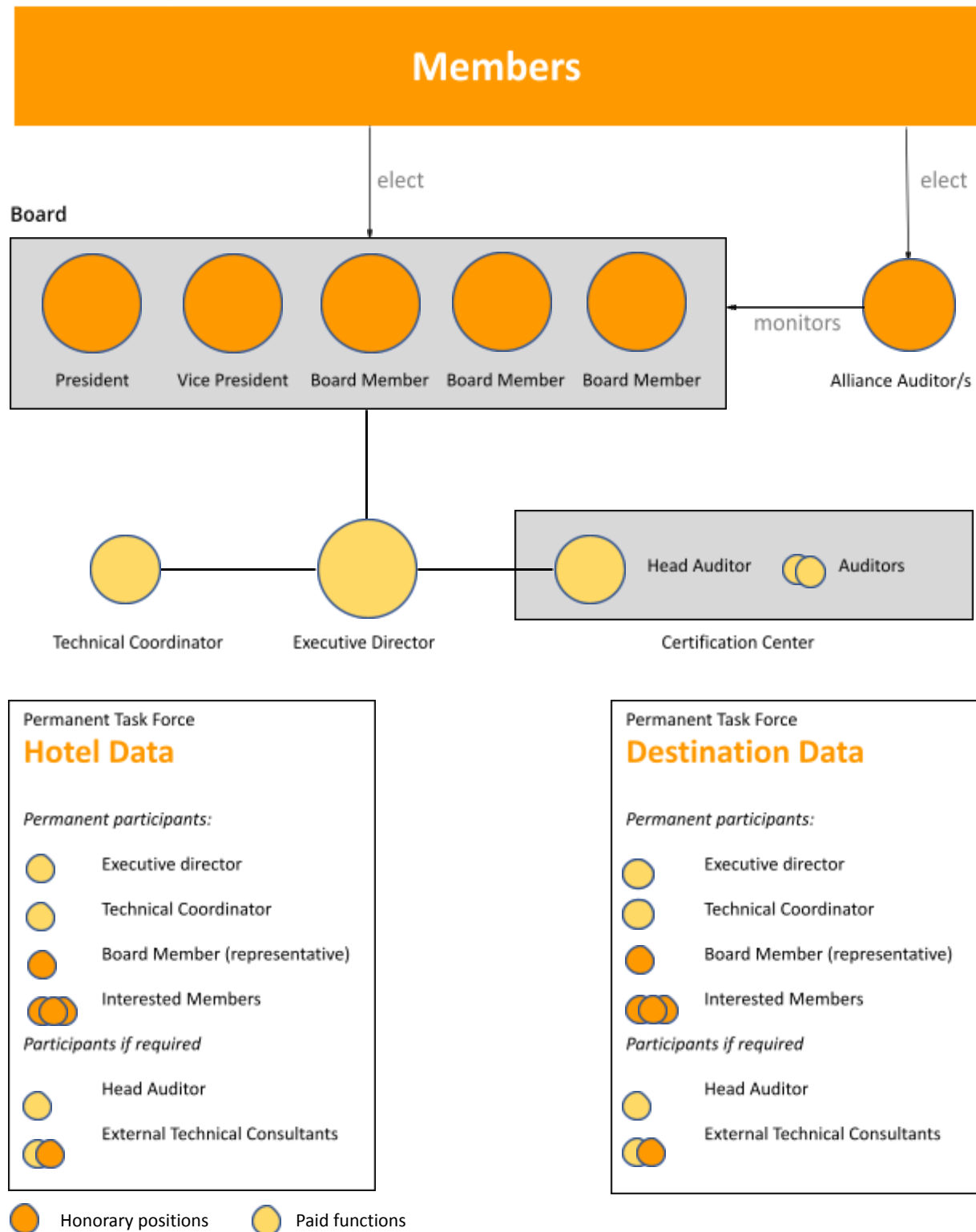
## Organisation Structure

**Version 24.05.2022**



# 1. Organisation Chart

## General Assembly



## Holders of positions

President	SiMedia GmbH – represented by Reinhold Sieder
Vice President	Yanovis GmbH – represented by Elmar Premstaller
Board Member	NOI Techpark – represented by Patrick Ohnewein
	Peer GmbH – represented by Alexander Tezzele
	HGV – represented by Stefan Hohenegger
Alliance Auditor	Marketing Factory GmbH – represented by Hubert Rienzner
Executive Director	Emily Louise Simonis
Technical Coordinator	Martin Rabanser
Head Auditor of Certification Center	Martin Rabanser

## Additional responsibilities of the board members

Cashier	NOI Techpark – represented by Patrick Ohnewein
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## Job Descriptions

### President

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

### Vice President

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

### Board members

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

## Cashier

<p><b>Role Purpose</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>Key Tasks</b></p>	<ul style="list-style-type: none"> <li>• Management of the alliance's treasury</li> <li>• Processing of payment transactions</li> <li>• Reporting on the financial and asset situation</li> <li>• Preparation of VAT and tax returns</li> <li>• Responsibility for accounting for commercial activity</li> <li>• Creation and documentation of the income and expenditure for the institutional activities</li> </ul> <p>The treasurer presents the treasury report at the general meeting.</p> <p>The duties of the cashier:</p> <ul style="list-style-type: none"> <li>• Issuing of invoices for commercial activities</li> <li>• Issuing of payment requests by January 31st of each year for the membership fees</li> <li>• Control of incoming payments within the defined payment periods</li> <li>• Control of the bank account and the cash desk (if available) according to the principle: No posting without receipt</li> <li>• Examination of whether the expenditure complies with the statutory provisions and was carried out according to the principle of economic efficiency</li> <li>• Keeping the inventory list</li> <li>• Payment of taxes and fees within the statutory due dates</li> <li>• Control of incoming invoices with offers and delivery of products</li> <li>• Evaluation of funding opportunities on an ongoing basis</li> <li>• Constantly informing the board about the financial situation of the association</li> <li>• Managing Zucchetti, Tieni il tuo conto for incoming and outgoing invoices</li> </ul> <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><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• Financial management understanding</li> <li>• Strategic foresight</li> </ul>

## Executive Director

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

## Technical Coordinator

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

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