

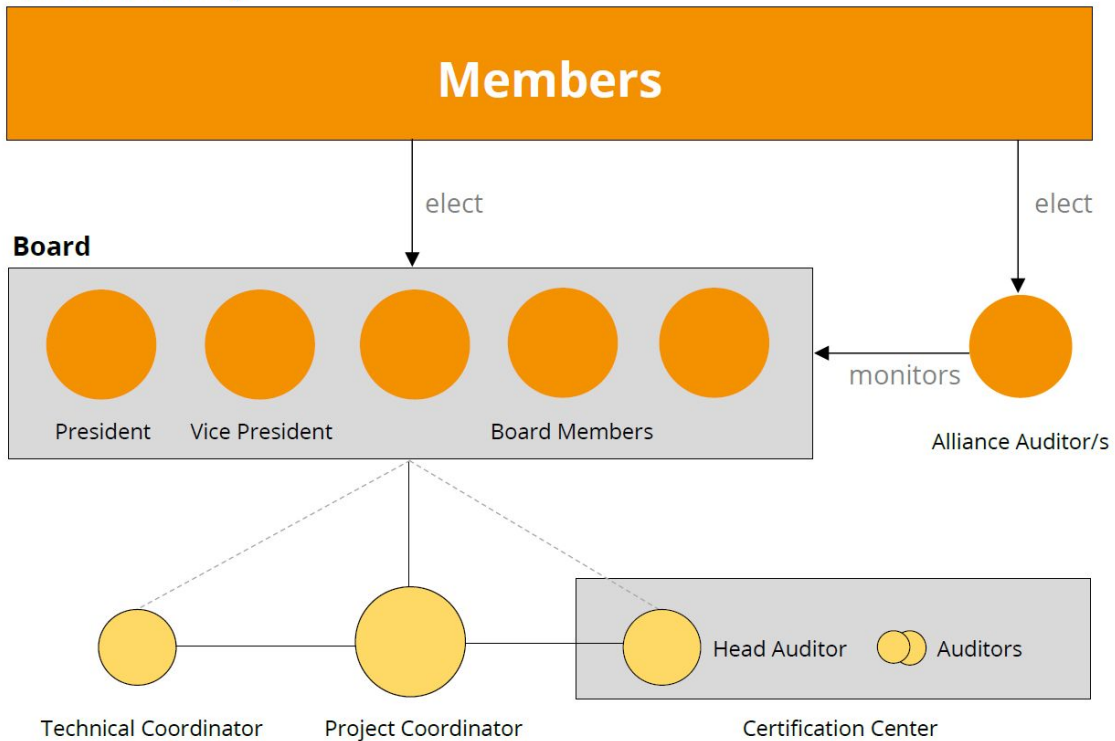
AlpineBits Alliance

Organization Structure

Version 19.11.2020

1. Organization Chart

General Assembly



Permanent Task Force
Hotel Data

Permanent participants:

- Project Coordinator
- Technical Coordinator
- Interested Members (max. 2/M)

Participants if required

- Board Member (representative)
- Head Auditor
- External Technical Consultants

Permanent Task Force
Destination Data

Permanent participants:

- Project Coordinator
- Technical Coordinator
- Interested Members (max. 2/M)

Participants if required

- Board Member (representative)
- Head Auditor
- External Technical Consultants

● Honorary positions
 ● Paid functions

Holders of positions

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

Additional responsibilities of the board members

Communication Officer	HGV – represented by Elmar Premstaller
Cashier	Brandnamic GmbH – represented by Stefan Schreyoegg
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

Communication Officer

Role Purpose	<ul style="list-style-type: none"> • Communication Representative
Key Tasks	<ul style="list-style-type: none"> • Define Communication Plan • Contact with newspapers, magazines • Strategic placements of editorials
Requirements	<ul style="list-style-type: none"> • Communication skills • Organizational skills • Complete Overview

Cashier

Role Purpose	<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.
Key Tasks	<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 organization.</p> <p>Even if there is a proxy, the cashier must coordinate and control the activities.</p>
Requirements	<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

Project Coordinator

Role Purpose	<ul style="list-style-type: none"> • Optimal coordination of the Alliance • Implementation of the strategic Alliance goals
Key Tasks	<ul style="list-style-type: none"> • Organization, participation and minute-taking at the member meetings • Organization, participation and secretary at board meetings • Organization and participation at task force meetings • Organization and realization 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 • Issue of certificates and documentation • Coordination of the technical coordinator
Requirements	<ul style="list-style-type: none"> • Experience in organization • Basic technical understanding • Communication skills

Technical Coordinator

Role Purpose	<ul style="list-style-type: none"> • Optimal technical coordination of the Alliance • Improvement of the AlpineBits standards
Key Tasks	<ul style="list-style-type: none"> • Technical advice to the board • Report to the board on the technical development of the Alliance • Technical coordination of certification activities • Maintenance and monitoring of AlpineBits Alliance technical systems • 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

Head Auditor of Certification Center

Role Purpose	<ul style="list-style-type: none"> • Optimal execution of certifications • Optimization of the certification process
Key Tasks	<ul style="list-style-type: none"> • Advice to the Board • Creation of a factsheet for the new version • Adaptation of the certification documents (requirements forms, contract) • Preparation of a proposal for certification variants for external partners who do not support all functionalities • Elaboration of the list of all rules for certification / creation of the certification sheet as ODS file for publication • Adaptation of the Certification Client to the new handshaking methodology and new rules • Creation of test cases for new functionalities • Test of the rtapp extension after its completion by the responsible programmer
Requirements	<ul style="list-style-type: none"> • Advanced knowledge of the implemented technologies • High technical knowledge of AlpineBits standards • Structured working • Knowledge of certification systems