

Key personnel roles (responsibility and authority)

General Manager - Shareholder

Department: All

Responsibility: Oversee all departments, staff, budgets and operations

Marketing Officer

Department: Marketing

Responsibility: Marketing material, trade shows organization, marketing budget, market analysis

Digital Officer

Department: Marketing

Responsibility: Web and socials contents, communications budget.

Press Officer

Department: Marketing

Responsibility: Media relations, press releases, communications budget.

Outreach

Department: Outreach

Responsibility: Sales management, co-workers coordination and support, forecasting

Scientific Officer

Department: Technical and Scientific

Responsibility: Setting, reviewing, revising, assessing and verifying the standards and the audit guidance; auditors training; scientific studies and reports; web content.

Accountant

Department: Administrative

Responsibility: Invoice management, accounting

Secretary

Department: Administrative

Responsibility: Oversee staff and General Manager support