

## **Key personnel roles (responsibility and authority)**

### **General Manager - Shareholder**

**Department:** All

**Responsibility:** Oversee all departments, staff, budgets and operations

### **Executive Officer**

**Department:** All

**Responsibility:** Operational, office management, logistics, director's assistant

### **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