SOCIETA' DANTE ALIGHIERI
IL MONDO IN ITALIANO
Comitato di Siena

Organizational Flow Chart

President
(Principal)
PP
Sonia Di Centa

Quality Assurance Manager
QAM
Luca Bonomi

Head of prevention and protection
HPP
Luca Bonomi

Director of Operations
DOP
Luca Bonomi

Sales and Administrative Director
SMA
Sonia Di Centa

Web Marketing and technical support Manager
MKT
Fabrizio Betti

Director of Administraion / Management
DAM
Sonia Di Centa

Didactic Director
DD
Alessandra Muzzi

Marketing & Student Affairs Coordinator
MAC
Valentina Provvedi

Office Manager
OMA
Elisabetta Ravaglia

Faculty Training Manager
FTM
Enzo Morano

Administrative Assistant
ADA
Daniela Sedda

Faculty
Italian language and culture

Housing Manager
HOM
E. Ravaglia

Marketing Assitant
MAS
Serena Bonelli

Member of

Faculty
Foreign language

Front Office Administrator
FOA
Valentina Provvedi

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JOB DESCRIPTIONS

President (PP) - SONIA DI CENTA
The President is the legal representative of the company in accordance with the powers conferred by the Board of Directors. Therefore represents the company and determines the proper functioning through its action.

Is responsible for:
a) representing the Company in accordance with the laws in force;
b) having control of every department of the company;
c) monitoring the financial and economic management;
d) liaise with outside professionals (eg. lawyers in the event of a legal dispute, accountants, consultants, etc.);
e) supervising, directly or through the DOP and the DD, the teaching progress;
f) ensuring the satisfactory performance of each office in terms of communications with each other;
g) determining organizational and economical guidelines (internal schedules, service providers, agencies and contacts with Italian and foreign institutions, etc.);
h) approving the policy of the Quality of the Company;
i) data collection process for the preparation of periodic review by the Department and set the resulting organizational strategies and market.

Quality Assurance Manager (QAM) - LUCA BONOMI
It is the function which oversees the company's Quality System monitoring its application through periodic internal audits and collection of data necessary to process monitoring

Head of Prevention and Security Manager (RSPP) - LUCA BONOMI
It is the function that oversees the company's security system through the control of the correct application of the provisions of Legislative Decree 626/94 and subsequent amendments.

Chief Operating Officer (PDO) - LUCA BONOMI
The Chief Operating Officer is part of the Board and, according to the guidelines agreed with the PP and DCM, has the task of putting in place strategies internal and external organization provided for and manage the area in terms of strategies and executive oversight.

He is responsible for
a) to determine - on the recommendation of the PP and in consultation with the DCM and the AMM - the internal and external organizational innovation best suited to offer the best service to the customer and end user;
b) find - together with the DCM and the MKT - new training proposals and send them to the DD, the CCO and the RAFD;
c) establish relationships with public and private;
d) maintaining relations with Italian and foreign partners;
e) intervening in the definition of remedial measures against malfunctions and organizational learning;
f) taking action to solve relationship problems with Italian and foreign partners;

g) managing the design process for new educational offerings by catalog or draw on explicit requests;
h) ensuring the satisfaction of the client / user;
i) handling - with DD, the CCO and the RAFD - scheduling of classes and teachers

Web Manager and technical support (DCM) – Fabrizio Betti
The DCM on the recommendation of the PP and in consultation with the DOP, applies business strategies set and shall, if necessary, search new external collaborations for the presentation of projects funded training programs.

is responsible for:
a) going to the DOP inputs for the design of training programs that meet the changing needs of the market;
b) seeking funding and calls of interest to the Company;
c) reviewing with the DOP and the AMM new training projects;
d) checking the forms before their final closure;
e) approving cheap;
f) analyzing data on training needs;
g) determining, in consultation with the MKT, new market areas and promotional activities
h) collecting useful information for the analysis of training needs;
i) monitoring the performance of direct and indirect enrollments in courses;
l) establishing, in consultation with the DCM and the AMM, the budget for promotion;
m) updating the channels of communication to the outside (eg, website, brochures, price lists, etc.).

Administrative Manager (AMM) - SONIA DI CENTA
The Administrative Director is responsible for the company's management. Report to him on the functions of accounting, personnel management and management of financial resources

is responsible for:
a) monitoring the economic and financial performance of the company against the reference budget dictated by the Board;
b) keep the PP constantly on the administrative management of the Company;
c) verify the quality / price ratio of the various suppliers;
d) prepare periodic reports of verification;
e) Reporting back training projects financed with the help of external technical professionals;
f) give support to DCM for the financial settlement of tenders;
g) manage purchases;
h) to update the system management control of the Company;
i) recording contracts with teachers;
j) approve plans for in-house training for the staff of the Company on the recommendation of RAFP;
k) to manage the emoluments of the administrative staff and the faculty

Didactic Director (DD) - ALESSANDRA MUZZI

The Didactic Director is responsible for the organization and functionality of the teaching and methodology of the school and is the channel of communication between DCM - DOP - AMM - MKT and teachers.

is responsible for:
a) dictating the methodological guidelines and general teaching;
b) monitoring and accepting the formation of classes and attributing of the classes the teachers proposed by the CCO;
c) assessing the intermediate and final questionnaires and take action where it deems it necessary;
d) working with the PDO for the technical design of new training;
e) identifying the need for new teaching aids and refering them to the DCM and the AMM;
f) testing and validating new courses and new methodologies;
g) selecting and training, with the approval of the AMM, new teachers;
h) intervening where required by the CCO and / or where it deems it necessary, the resolution of an issue raised by a student;
i) updating the internal syllabus;
j) updating the training documentation in use;
k) welcoming new students;
l) participating in meetings with representatives of universities and other institutions;
m) reporting periodically to the PDO and AMM any change in the organization and teaching;
n) RAQ to report any problems;
o) identifying, in consultation with the RAFD, topics refresher and training courses for internal or external

Responsible Action Training Teachers (RAFD) - VINCENZO MORANO

It is indicated by AMM among the teaching staff. Its task is to identify and program specific courses for the training of the teaching staff and coordinate internal and external supporting the DD mainly in the relationship between teachers and students. Must be approved by the DD class formation and the allocation of these teachers. Tell the DD changes and modifications that decide to make during construction.

It is responsible for:
a) forming classes and assign teachers;
b) identify any changes in level to be communicated to DD;
c) conduct interviews with students;
d) implement procedures for admission;
link up with the DD and managers of other areas for certain linguistic needs and logistical emerged among students
It then compares with the DD and the CCO for the collection of training needs and the organization of the courses required in this regard.
He is also responsible for:
a) collect training needs and / or refresher courses for teachers interiors;
b) To organize training courses and refresher courses outside;
c) identify training and updating of other agencies and institutions;
d) select, in consultation with DD, teachers will participate in internal and external courses;

e) identify, in consultation with the DOP, to invite foreign teachers

Head Office (CUF) - ELISABETTA RAVAGLIA
The head office is named among the administrative staff according to the needs of the office.

It is responsible for:
a) verify the good performance of each office;
b) to monitor the presence of the administrative staff;
c) manage the administrative staff;
d) identify any problems in the administrative staff;
e) liaise with the economic and contractual teachers;
f) understand and apply the directives issued by DCM and AMM;
g) be a support to the directions of the upper level;
a) arrange, in consultation with the RAFP, training actions for administrative staff to be submitted to AMM

Students' Affairs and Marketing coordinator (STA) – VALENTINA PROVVEDI
Named among the administrative staff according to the needs of the office.

It is responsible for:
a) assisting the management in the design of training courses for university students;
b) manage correspondence with students and academic institutions;
c) assist management in the management of co-and extra-curricular activities for these students;
d) assist management in the management of provision of courses for these students;
e) managing potentially critical situations

Head of Housing (RALL) - ELISABETTA RAVAGLIA
The person in charge of housing is named among the administrative staff according to the needs of the office.

It is responsible for:
a) preselect offers housing;
b) visit the accommodation and verify that the above description is accurate;
c) with permission from AMM, establish with host families and landlords and collaborative relationships;
d) update the data base housing;
e) assigning housing to members according to the needs and wishes;
f) verify the satisfaction of the customers / users with regard to the appearance of living;
g) take action to resolve any complaints;
h) report to the CUF any critical part of families or owners of apartments

Head of Training of Personnel Action (RAFP) - LUCA BONOMI

It is indicated by AMM between the teaching staff or administration. Its task is to identify and program specific courses for the training of administrative staff.

Refers thus with AMM and CUF for the collection of training needs and the organization of the courses required in this regard.

It is responsible for:

a) collect training needs and / or updating rules;

b) identify training and updating of other agencies and institutions;

c) select, in consultation with AMM and CUF, the staff who will attend external courses;

d) identify, in consultation with AMM and DCM to invite external lecturers

Manager Administrative Assistant (RAMM) - DANIELA SEDDA

It is indicated by AMM between secretarial staff. Its task is to assist in the AMM DCM and practices related to their functions.

Responsible Booking (RBO) - VALENTINA PROVVEDI – SERENA BONELLI

E 'indicated by AMM and DCM between secretarial staff. Its task is to assist DCM RALL and the Secretariat in the mailroom and inscriptions.

Secretariat - VALENTINA PROVVEDI – SERENA BONELLI

Manages the secretariat to the indications PP, DOP, DCM, AMM damage to the CUF.

CONTRIBUTOR-EXTERNAL EXPERT

The company may grant consulting assignments and or collaboration to an external expert, selected through the analysis of the CV and an interview, it becomes responsible for the implementation of specific projects. The profile required for this figure is:

a) proven professional experience in the relevant areas;

b) good knowledge of the basic software;

c) knowledge of at least one foreign language (English), especially with regard to the written production;

d) university degree or equivalent