

# Segregation of duties between CC, Commissions and Sections

(1/3)

	Major Duties	Central Committee with the related functions	Technical Commission with the related functions	Communication Commission with the related functions	Event Manager	Sections committees	SAS Stiftung	General Assembly
<b>1</b>	<b>Operational Management of the Club – Values, Spirit of SAS, overall guidance – administrative guideline and overall duties (coordination/revitalisation between sections)</b>							
1a	Define yearly overall scope, key activities, priorities and projects of the club (scenarios) for the upcoming season to be approved by the General Assembly	A / R	C	C		I		Approval
1b	Define yearly overall Budget (scenarios) - including as well financial demand of the commissions - related to overall scope, key activities, priorities and projects of the club to be approved by the General Assembly	A / R	C	C		I	I	Approval
1c	Define and submit additional fund request to the SAS Stiftung to fulfill operational initiatives or special projects	A	R	R	C	C	Approval	
1d	Organise President & Rennchef Conference	A	R	R		C		
1e	Financial management	A / R	C	C	I	I	C	
1f	Establish and maintain Member Adress Database	A		C		R		
1g	SAS promotions and SAS Material	A / R	C	C		C		
<b>2</b>	<b>SAS Events</b>							
2a	Define holistic planning guidelines, budget restriction, schedule of SAS events for upcoming season in conjunction with "Event Manager"	A / R	C	C	C	C		
I	Universiade - Selections of athletes	C	A / R	I		I		
II	U-Games (Alpine/ Nordic)	A	R	C		I		
III	SAS Opening	A / R	I	I		I		
IV	SAS AH week and Closing	A	I	I		R		
V	SAS Intersection camp	A	R	I	R	C		
VI	SAS Cups	A	C	C		R		
VII	Pentathlon → Financial support from CC required	A		I	R			
VIII	Anglo-Swiss → Financial support from CC required	A	I	I	R			
IX	Italo-Swiss → Financial support from CC required	A	I	I	R			
X	Norge-Suisse	A		I	R	I		
XI	Alpinism	C		I	A/R	I		
XII	Assembly General	A / R	C	C		C		
XIII	Zentralfest	A	I	C		R		

A = Accountable The true owner of the decision / outcome; ultimately accountable for the results - Accountability also includes Responsibility if not stated otherwise

R = Responsible The executing party, the immediate owner who is charged to deliver the results

C = Consulted Before a decision is taken, a view from this party has to be considered

I = Informed Will be informed of the approach / decision

# Segregation of duties between CC, Commissions and Sections

(2/3)

	Major Duties	Central Committee with the related functions	Technical Commission with the related functions	Communication Commission with the related functions	Event Manager	Sections committees	SAS Stiftung	General Assembly
<b>3</b>	<b>Establish and maintain long-term external relationships</b>							
3a	CC represents SAS at Swiss Ski delegates assembly and official events	A / R	C	I		I		
3a	Establish and maintain key relationships within Swiss Ski (Technical areas, Competition, Athletes etc.)	C	A / R	I		I		
3b	NLZ (National Leistungszentren) & Sport Colleges	C	A / R	I		I		
3c	FIS	C	A / R	I		I		
3d	FISU /SHSV	C	A / R	I		I		
3e	Universities - sport departments	C	A	C	C	R		
3f	Regional ski associations	C	R	C	C	A		
<b>4</b>	<b>Fund Raising</b>							
4a	Fund raising i.e. Sponsors for a 3 year cycle of a Central Committee	A / R	C	C		I	I	
4b	Fund raising i.e. local sponsors for sections events i.e. SAS Cups	C	I	I		A / R	I	
4c	Fund raising i.e. local sponsors for other events i.e. Pentathlon, Anglo-Swiss, Italo-Swiss (not limited to sections)	C	I	I	A/R	I		
4d	Fund raising i.e. special sponsors for alpine and nordic team	C	A / R	I		C		
<b>5</b>	<b>Technical Commission</b>							
5a	Define overall strategy of the national teams (Alpine / Nordic)	A	R	I		I		
5b	Define scope, activities of the national teams (Alpine/ Nordic) during the season	C	A / R	I		I		
5c	Management of National teams (Alpine/Nordic)	C	A / R	I		I		
5d	Define overall financial demand (incl. scenarios) to fulfill technical commissions scope, activities of the national teams (Alpine / Nordic) and ensure young talents (Nachwuchs) to be included in the overall budget (see topic 1b)	C	A / R	I		I		
5e	Management of dedicated budget for technical commission (after approval by General Assembly) for all related activities and functions during the season	C	A / R	I		I		
5f	Recruiting and management of SAS TD FIS/Swiss Ski	C	A / R	I		C		

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# Segregation of duties between CC, Commissions and Sections

(3/3)

	Major Duties	Central Committee with the related functions	Technical Commission with the related functions	Communication Commission with the related functions	Event Manager	Sections committees	SAS Stiftung	General Assembly
6	Communication Commission							
6a	Define overall communication strategy across all channels/media	A	I	R		C		
6b	Define communication scope, activities and projects (all channels) during the season	A	I	R		C		
I	Homepage	A	C	R		C		
II	SAS Magazine	A	C	R		C		
III	Social Media	A	C	R		C		
IV	SAS App	A	I	R		C		
V	Mass-Mails	A	I	R		C		
VI	Schneehase	A	I	R		C		
6c	Define financial demand (scenarios) to fulfill communication scope, activities and projects (all channels) during the season to be included in overall budet (see topic 1b)	C	I	A / R				
6d	Management of dedicated budget for communication commission (after approval by General Assembly ) for all related activities and functions during the saison	C	I	A / R				
<b>7</b>	<b>Sections</b>							
7a	Define yearly overall scope, key activities, priorities and projects of the sections for the upcoming season to be aligned with other sections and Central Committee	I	I	I		A / R		
7b	Define yearly overall Budget related to overall scope, key events and priorities and projects of the section to be approved by the section's Assembly General	C	C	C		A / R		
7c	SAS Sections - Club Life / racing organisation (Rennchef activities)	I	C	I		A / R		
7d	Local Trainings with or without Regional Ski clubs / associations	I	C			A / R		
7e	Relationships to section's university and colleges in the region	C	C			A / R		
7f	Regional and local SAS events	I		I		A / R		
7g	SAS Cup organised by the section	C	C	C		A / R		
7h	Communication to the members of the sections	I	I	C		A / R		
7i	Spirit of SAS within the sections (especially to be transferred to candidates / new members)	C				A / R		
<b>8</b>	<b>Staffing</b>							
8a	President of the Central Committee							A / Approval
8b	President of Technical and Communication Commission							A / Approval
8c	Function holders of the Technical and Communication Commission	C	A/R (President)	A/R (President)		I		