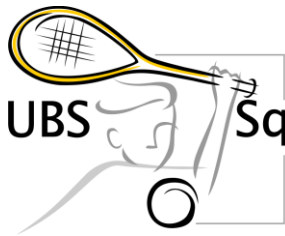


## Organizational Structure & Workflow Organization

### Board

Function	Tasks
President	<ul style="list-style-type: none"> <li>- Representation of the association (internal and external)</li> <li>- UBS subvention for sports and leisure clubs</li> <li>- Contract management</li> <li>- Association management</li> <li>- Convening, preparing and leading board meetings</li> <li>- Head of the general assembly</li> <li>- Annual report president</li> </ul>
Vice President	Taking over the duties of the president, if the president is unavailable
Aktuar	<ul style="list-style-type: none"> <li>- Proper logging of meetings (club board, general assembly)</li> <li>- Document management (filing and archiving)</li> <li>- Convocation of the general assembly (date, place, invitation and agenda list etc.)</li> </ul>
Cashier	<a href="https://ubs-squashclub-zh.ch/documents/aktuelles/2020/kassier-tasks_usc-vorstand.pdf#page=3#page=3">https://ubs-squashclub-zh.ch/documents/aktuelles/2020/kassier-tasks_usc-vorstand.pdf#page=3#page=3</a> (English version from page 3)
Interclub responsibility	<ul style="list-style-type: none"> <li>- Organizational and financial responsibility for Interclub</li> <li>- Contact person for Interclub ladies &amp; men (internal and external)</li> <li>- Determination of the number of teams</li> <li>- Team line-up (registrations / ranking etc.)</li> <li>- Organizational responsibility courts and dinners</li> <li>- Notification of teams and players to Swiss Squash</li> <li>- Annual report Interclub</li> </ul>
Firmensport (Corporate sport) responsibility	<ul style="list-style-type: none"> <li>- Organizational and financial responsibility for Firmensport</li> <li>- Contact person for Firmensport (internal and external)</li> <li>- Determination of the number of teams</li> <li>- Team line-up (registrations / ranking etc.)</li> <li>- Organizational responsibility courts and sandwiches</li> <li>- Notification of teams and players to SFFS Squash ZH</li> <li>- Annual Report Firmensport</li> </ul>
Head of court reservations, Plauschliga (fun league) and training operations	<ul style="list-style-type: none"> <li>- Financial responsibility for the court reservations of members</li> <li>- Organizational and financial responsibility for the weekly training (training schedule, training plan, resource planning for trainers)</li> <li>- Organizational responsibility for the Plauschliga</li> </ul>



UBS Squashclub  
Zürich

Internet  
E-Mail

[www.ubs-squashclub-zh.ch](http://www.ubs-squashclub-zh.ch)  
[committee@ubs-squash-zh.ch](mailto:committee@ubs-squash-zh.ch)

---

Function	Tasks
Communication and member administration	<ul style="list-style-type: none"><li>- Website content/news publishing via CMS</li><li>- Emails to members via website administration</li><li>- Handling of emails to main address <a href="mailto:committee@ubs-squash-zh.ch">committee@ubs-squash-zh.ch</a> (replies to enquiries/forwarding to the appropriate committee member)</li><li>- Administration of the members list in website administration</li></ul>

### Others

Function	Tasks
ANV representative	<ul style="list-style-type: none"><li>- Contact person for UBS Sports and leisure</li><li>- UBS subvention for Sports and leisure clubs</li></ul>
Team captain	Responsible for the running of his/her team's matches.