

# EBF BOARD

2021 - 2022



**COME ON BOARD!**

**EBF**  
EST. 2007

**APPLY BEFORE THE 5TH OF MARCH**  
**[WWW.EBFGRONINGEN.NL/BOARD](http://WWW.EBFGRONINGEN.NL/BOARD)**

# PREFACE

Dear student,

Do you want to gain more practical experience during your student time, and do you want to spend a year managing the largest study association of Groningen? Are you enthusiastic, driven and are you ready for a new challenge? Then apply for the EBF Board 2021-2022! During a board year at the EBF, you will be offered a unique chance to gain a lot of experience in working in a team, making strategic decisions, managing projects, guiding committees and contacting different external parties. You will work together intensively with your fellow board members, and you will get the opportunity to develop yourself in many different aspects! Especially in times of COVID-19, creative thinking and flexibility are very important. Besides that, in a normal situation you and your board will organise and attend many interesting activities like board days at companies, constitutional drinks of other associations, policy days and other activities.

This information brochure is meant to give you an insight into what a board year at the EBF actually entails. In the brochure, you will find information about the EBF, the board in general, committee guidance, functional guidance, time expenses, compensation and the selection procedure. Furthermore, the eight different positions within the board will be explained and the specific task division per position will be highlighted. There will also be an information meeting on Tuesday the 9th of February. During this meeting, a presentation will be given about the EBF Board and the specific positions within the board. Here, you can ask all of your questions as well! Of course, you can also always visit our website ([www.ebfgroningen.nl/board](http://www.ebfgroningen.nl/board)) or send an email to [m.rijpkema@ebfgroningen.nl](mailto:m.rijpkema@ebfgroningen.nl)! It is also possible to schedule an (online) appointment with one of the current EBF Board Members to ask all of your questions and learn more about the content of the specific position he or she carries out. So, please do not hesitate to contact us. We are more than happy to share our board experiences with you! We are looking forward to your application!

On behalf of the EBF Board 2020-2021,

Marieke Rijpkema  
Secretary & HR Officer





# ABOUT THE EBF

The Economics and Business Faculty association (EBF) is the faculty association for all students of the Faculty of Economics and Business (FEB) at the University of Groningen. The EBF organises activities and services that support students with their studies, helps them prepare for their future career, and stimulate a community feeling. The EBF was founded in 2007, and currently has around 4500 members. This makes EBF the largest faculty associations of Groningen! Of these members, around 180 are active in one of the 33 committees and executive boards of the EBF. The activities of the EBF have the goal of supporting and fostering the academic, professional and personal development of FEB students. The activities and services of the EBF can be divided into four pillars. These pillars are Study, Career, Recreation and International.

The EBF helps students to bridge the gap between theory and practice. This is done by offering events organised by students for students. So, on the one hand, students can gain experience by organising events themselves. On the other hand, students will gain insights and contacts via these events. At events, members have countless opportunities to get in touch with diverse companies and possibly meet their future employer. Examples of such events are the EBF Conference, the EBF/MARUG Recruitment Days, the EBF Consultancy Tour, and the brand-new EBF Company Tour. Next to the more formal events, the EBF also offers a lot of informal events where students can meet each other via monthly socials, committees, trips and big parties. Last but not least, the EBF is very internationally focused. The majority of our events is organised completely in English and a substantial share of the EBF Active Members are international students. Next to this, the EBF enables students widen their perspective by hosting international trips as the European Study Research and the International Business Research.

To serve all students from the different studies at the FEB even better, the EBF has four sub associations. These associations organise activities that focus on a specific target group. The sub associations are: MARUG for Marketing oriented students, Risk for Finance and Accountancy & Controlling oriented students, TeMa for Technology Management oriented students and VESTING for Econometrics and Operations Research students. A board year at the EBF means a year full of new experiences and new insights. Every board member of the EBF will gain a lot of experience in several different aspects. You will be challenged to think strategically, work intensively in a team environment and to motivate





# THE EBF BOARD

The EBF Board consists of eight different board positions. The tasks of all positions vary strongly. However, there are several affairs that (almost) every board member has to deal with. These tasks consist of making the yearly policy and the guidance of committees. Besides that, some board members also give functional guidance to committee members. The EBF Board has a meeting twice a week. During these weekly meetings, all current affairs are discussed and decisions are made about how the EBF will handle these affairs. As the EBF Board, you will be present at every activity of the EBF and also at a part of the activities of the sub associations. Besides that, the board has a lot of contact with (active) members, the faculty, companies and other boards and parties. The EBF Board is a fulltime board, filled with exciting challenges!

## COMMITTEE GUIDANCE

The EBF has around 180 active members divided over 33 different committees and executive boards. Every board member has a few committees that he or she will guide during the year. It depends on the position which committees these will be. A board member will be present at meetings approximately once per two weeks, and he/she will have update talks with the committee members on a regular basis. You will help the committee with starting up, advise them about how to tackle problems and learn them how to organise activities. It depends on the committee how much time the guidance will cost, but the guiding of committees is an important task of the board and it is very fun and challenging to do.

## FUNCTIONAL GUIDANCE

The positions Chairman, Vice-Chairman, Treasurer, IT & Marketing and Commercial Officer will give committee members functional guidance. This means that you will have to guide the committee members who have the same position as you, but then in a committee. The Treasurer, for example, assists all committee treasurers with their tasks. At the start of the committee year, a functional meeting will take place during the EBF Committee Training Day. During this meeting, you will give general information about the position, specific knowledge needed for the position and answer questions of the committee members. During this meeting, the functionaries will also get to know each other and you will encourage them to also ask for help from each other. After this meeting, you will give the functionaries individual guidance to make sure they execute their tasks well, and to help them when they run into position specific problems. Next to the individual guidance, you will meet up with all the functionaries twice more over the year in a more informal setting to discuss best practices and to socialise.

## EBF COMMITTEES

- Academy Committee
- Active Members Committee
- Activity Committee
- Bachelor Community BDK
- Bachelor Community E&BE
- Bachelor Community IB
- Commercial Committee
- Consultancy Tour
- EBF Conference Executive Board
- EBF Conference Day Organisation
- EBF/JFV Christmas Ball
- EBF/MARUG Recruitment Days
- Economic Event Committee
- Entrepreneurship Committee
- ESR Fall
- ESR Spring
- International Business Research Executive Board
- International Committee
- Introduction Committee
- Marketing Committee
- Master Community Change
- Master Community Economic Development & Globalization
- Master Community Economics
- Master Community Health
- Master Community Human Resource Management
- Master Community International Business & Management
- Master Community Small Business & Entrepreneurship
- Master Community Strategic Innovation Management
- Promotion Committee
- Social Responsibility Committee
- Speakers Committee
- Vlog team

## POLICY

During your candidate period, you will write an extensive policy plan together with your fellow candidate board members. This policy is based on the advice of the current EBF Board and the input of you and your fellow candidate board members. This policy will consist of several focus points and projects. The focus points are points you want to give more attention to in the upcoming year. An example of a focus point in 2020-2021 was EBF Portfolio Management. During your board year, you will be busy with developing and executing projects that are mostly connected to your focus points. In general, all the board members will be responsible for one or two specific projects. These board members will be busy with these projects during the whole year. This means that besides your daily operational activities, you will also be working on the long-term future and success of the association.

## TIME CONSUMPTION AND FINANCIAL COMPENSATION

A board year at the EBF means that you will be working fulltime with managing the association.

However, you have to be registered at the University of Groningen. At the beginning of April, the new EBF Candidate Board will be announced, and from that moment on, the transition period will start. In this period, your predecessor will explain all your tasks to you and you will be joining in activities and meetings. During this period, you can take your exams in semester 2.2. At the end of June, the new EBF Board will be fully installed. From that moment onwards, you will be working at least 40 hours per week on your tasks as a board member. Besides that, you will have several activities in the evenings which you will be expected to join. You will receive a financial compensation for the study delay you will have.

# CHAIRMAN

As chairman of the EBF Board, you have the final responsibility regarding the entire association and you will have a big variety of tasks. First of all and most importantly, you are responsible for motivating and supporting the other members of the EBF Board. Therefore, it is crucial to be up to date of the responsibilities and activities of the other EBF Board members. Monitoring the functioning of your fellow board members therefore is key. You can do this by having evaluation meetings, feedback sessions but also by having a cup of coffee every other week. Next to this, you will be focusing on the long term strategy of the EBF. This starts with developing the yearly policy of the EBF in the beginning of the year. In this policy, you will describe how your board will help the association grow. This will be done by accomplishing focus points and projects. During the year, you keep track of the progress of the policy and you will think about how to further develop the long term strategy.

Another important and interesting task of the chairman is to maintain the contact with various stakeholders. This concerns external contacts such as other (study) associations in Groningen and outside Groningen, but also internal contacts such as the Faculty of Economics and Business and the sub-associations. You will have regular contact with staff members of the faculty to discuss matters for the study associations and to make sure the interests of the study associations are heard. As the chairman, you will have close contact with the four sub associations of the EBF. This means that once per month, you will gather together in "Platform Voorzitters" to discuss matters, activities and the covenants. Next to this, you will be in the supervisory board of every sub association to discuss the progress of the yearly policies and other matters. Furthermore, you will also fulfil the function of chairman in the foundation International Business Research. With this, you will have an important role in one of the biggest projects of the EBF. You will also guide some Master Communities of the EBF and will give functional guidance to all chairmen. As EBF is a prominent association in Groningen, you will also play an important role in the Faculty Associations Assembly and externally represent the values of all study associations.

Lastly, as the chairman you will be responsible for representing the EBF on formal and informal events. This means that you will have to hold many speeches, such as on the EBF Conference and the opening of the Academic Year, but also that you will have to give many presentations. You will also have to represent the EBF at several consultations and activities. Characteristics you should have as a chairman are: a big feeling of responsibility, empathy, assertiveness, charisma, persuasiveness and confidence. Next to this, it is important to have organisational and strategic skills and a long term vision.

For more information or questions about the function of chairman, you can contact Rolf Hidding ([r.hidding@ebfgroningen.nl](mailto:r.hidding@ebfgroningen.nl), 0683426354).



## MAIN TASKS

- Initiating and controlling the strategic policy
- Motivating and supporting the EBF Board
- Being the main contact person for the faculty
- Coordinating the sub-associations
- Maintaining contact with the advisory councils

## SECONDARY TASKS

- Preparing and chairing EBF Board meetings
- Representing the EBF at events
- Guiding committee chairmen
- Maintaining the overview over current projects and activities
- Being responsible for the working environment of the study associations
- Supervising International Business Research
- Guiding Master Communities II (3)
- Maintaining contact with other study associations





### MAIN TASKS

- Initiating and controlling the strategic policy in cooperation with the EBF Chairman
- Supporting committees that work closely together with speakers and the faculty
- Stay in contact with speakers
- Advisory bodies of the EBF
- Supervisory Board of sub-associations
- Study Support & Academy Committee
- First supervisor of the EBF Conference Executive Board

### SECONDARY TASKS

- Stay in contact with the Bachelor Program coordinators
- Keep track of running projects
- Replacing the EBF Chairman when necessary
- Information activities and ceremonies with the faculty
- Quest

# VICE-CHAIRMAN

As the EBF Vice-Chairman, you will take on 3 different roles within the EBF Board. First of all, the role of Vice-Chairman. Secondly, the contact with different speakers and the coordination of speakers that take the stage at several EBF events. Lastly, you will be responsible for the content of the Study pillar within the EBF.

The Vice-Chairmanship means working intensively together with the EBF Chairman. Together you will be responsible for the strategy and policy of the association. This includes matching the new policy that needs to be developed with the strategy, mission, vision and long-term strategy of the association. Next to that, you will both be part of the Supervisory Board of the sub-associations and carry responsibility for the several advisory councils of the EBF such as the Advisory Board, Verenigingsraad and the Advisory Committee. With which you will have several meetings per year. Another part of this role is taking over the tasks of the EBF Chairman when this is considered necessary. This could mean that you have to run a meeting, take over external contact or give speeches. Furthermore, you will help organising information activities and ceremonies with the faculty.

The second part of this position is the contact with and the coordination of speakers that come and speak at the EBF. You will guide the committees that are in close contact with speakers such as the EBF Speakers Committee, the EBF Economic Event and the EBF/CS Business Academy. Next to that, you will be the functional guide for all the speakers' functionaries from committees and the first supervisor of the EBF Conference which is the biggest two-day student conference of the Netherlands. This means you have a big role in guiding and staying in contact with active members which makes this position very diverse. Responsibility for the content of the Study pillar is the third part of this position. You will give the interpretation to the study part of the slogan: 'EBF is your partner in Study & Career'. You will take on the responsibility for the study support for EBF Members. This consists of the EBF Booksale, summaries and exam training. You will keep in contact with the study partners of the EBF and safeguard and evaluate the quality of the study support to offer EBF Members the best service possible and look into the needs of the students regarding the study pillar.

Most important characteristics of a Vice-Chairman are independence, strategic insight, analytical, confidence, empathy and a critical attitude.

For more information you can get in touch with Laurens Braas (l.braas@ebfgroningen.nl, +31639075906).

**THE VICE-CHAIRMAN POSITION IS OPEN  
TO INTERNATIONAL STUDENTS**



# SECRETARY & HR OFFICER

As Secretary & HR Officer, you will have a broad variety of tasks. You will be responsible for many formal and administrative tasks, as well as for the Human Resource Policy of the EBF. As Secretary, you will have several responsibilities. Firstly, you will be responsible for all the incoming and outgoing communication of the EBF. The EBF Secretary & HR Officer will answer all questions from external parties, send newsletters to the EBF Members and he/she is in control of the information mailings of the EBF. You are also responsible for coordinating the event planning of the EBF, her sub associations and the faculty. Therefore, you will regularly be in touch with the secretaries of the sub associations to discuss the planning. You will also be in touch with the faculty to align the planning of the faculty and the EBF. The EBF Secretary & HR Officer also has the responsibility for taking the minutes during the General Members Meeting and board meetings. Lastly, you will be responsible for the member administration of the EBF.

Besides the tasks as Secretary, there is also the Human Resource part of the position, in which you are responsible for all the active members of the EBF. As EBF Secretary & HR Officer you are responsible for managing and coordinating the Human Resource Policy of the EBF. You are the contact person for all EBF Members, and you will organise several activities for the active members. Examples of these are the New Active Members Weekend and the EBF Committee Training Day. Next to that, you are the guider of the European Study Research Fall Committee, the EBF Active Members Committee and the Bachelor Communities of Business Administration and Economics & Business Economics. Together with the EBF Project & Internationalisation Officer, you will be responsible for the recruitment and selection of the EBF Committees. This means that you will plan and coordinate the committee recruitment in September and February. You are also responsible for the alumni network of the EBF and you will organise an alumni activity 3 times a year, including the old board day.

Are you looking for a varied function with many informal as well as formal tasks? Would you like to manage the Human Resource aspect of the association and be responsible for the active members of the EBF? Are you someone that works precisely and accurately? And do you like to be responsible for the internal and external communication of the EBF? Then we are looking for you to be the next EBF Secretary & HR Officer!

For more information or questions about this function you can always contact Marieke Rijpkema ([m.rijpkema@ebfgroningen.nl](mailto:m.rijpkema@ebfgroningen.nl), 0658959866)!



## MAIN TASKS

- Being responsible for all incoming and outgoing communication
- Recruiting and selecting of committees
- Coordinating the EBF's planning
- Developing and executing the human resource policy
- Maintaining member administration
- Guiding Active Members Committee, European Study Research Fall and two Bachelor Communities
- Recruitment and selection of EBF Committee Members

## SECONDARY TASK

- Taking the minutes at meetings
- Being the contact person for all EBF Members
- Being responsible for all legal affairs regarding the EBF
- Organising Alumni activities and services



#### MAIN TASKS

- Managing the entire EBF Budget
- Being responsible for the financial administration and all payments of the association
- Guiding all committee treasurers
- Being responsible for the financial policy

#### SECONDARY TASKS

- Supervision of International Business Research (IBR)
- (Financial) supervision of the EBF Conference
- Staying in contact about financial matters with the faculty

# TREASURER

As Treasurer of the EBF, you have a central role in the organisation. Because you are financially responsible, you will be involved in every project and committee, since almost everything the EBF does involves money. Because of that, you always know what is going on, financially and organisationally.

As EBF Treasurer, you will set-up the EBF Budget and you are responsible for large amounts of money. Next to that, you are involved in strategic issues, since they often have a big influence on the budget. As EBF Treasurer, you have a very diverse position: you will become an expert on financial matters, but you will also be in contact with several parties, like the faculty and sub associations and you will be involved in most projects and events. You will also have a lot of contact with committees, as you are guiding all committee treasurers.

Next to that, you will supervise two executive boards of the EBF. Those are the EBF Conference and International Business Research. Those two executive boards organize two of the largest three events of the EBF, in terms of money as well as logistics. You are in contact with a lot of different people, so communication is an important aspect of this position. Since it is your job to guard the financials of the EBF, you will have several discussions in order to convince others of your financial decisions. This means that you have to be firm sometimes, but also be able to approach people tactfully. You will learn a lot about accounting, and approaching issues while thinking about the financial consequences. Having some experience is a good thing when you become the EBF Treasurer, but not required. A lot of matters will happen at the same time, so it is important to be able to keep a good overview. You will learn to work in an organised way, so you know what is happening within the whole association. Important qualities for a treasurer are ambition, confidence, responsibility, and precision.

Of course, these times are difficult due to the COVID-19 outbreak and the measures taken accordingly. Therefore, in these times of trials and tribulations, was an even bigger challenge, but with the prospect of better times to come, being in the EBF Board is a huge learning experience.

If you want to know more about the position of EBF Treasurer, you can contact Coen Wolters ([c.wolters@ebfgroningen.nl](mailto:c.wolters@ebfgroningen.nl), 0629767175).



# IT & MARKETING OFFICER

As the IT & Marketing Officer of the board, you have a broad range of responsibilities. You are not only responsible for the positioning of the EBF and overseeing all promotion, but you will also be guiding 39 active members, managing the website and CRM-system, doing data analysis to improve decision making and you will coordinate the promotion of the EBF and other parties at the faculty!

Since the EBF organises many events throughout the year and offers various services, it is important that people know about them! It is your responsibility that all of the EBF's events and services and the association as a whole are promoted well. You will face the challenge of attracting not only active members, but also students who have never been to an EBF Event before. You will also manage all of the EBF's online channels, such as Instagram and Facebook, but also all offline promotion, such as posters, flyers and the TV screens. You can really unleash your creative side in this position of the board!

Next to that, you will give functional guidance to all 31 PR functionaries, and you will supervise the Promotion Committee and the Marketing Committee, which consist of 5 members each. It is your task to motivate and advise PR functionaries so that all events are promoted well! You will also teach PR functionaries how to work with Adobe InDesign and Photoshop, so that all promotional material will be good looking and recognisable as EBF promotion!

For almost every organisation, using data for decision making has become increasingly important over the years. The same goes for the EBF. As the IT & Marketing Officer, you will gather and process data so that the EBF Board can make informed strategic decisions!

IT is fundamental to the EBF. Via the EBF Website, students can become a member and sign up for events. Besides, the website is an important way to inform students about services, opportunities and events. You will manage this important platform, and you will also be responsible for the EBF's CRM system, which is the EBF's member administration and communication system. Besides managing these platforms, you are responsible for all other IT related issues within the EBF.

Good personality traits for an EBF IT & Marketing Officer are being creative, helpful to others and persuasive. Besides, it is good to have an affinity with design, technology and IT, and to have an eye for detail!

If you want more information about this position, you can contact Karin Meinders at [k.meinders@ebfgroningen.nl](mailto:k.meinders@ebfgroningen.nl), 0630864503).



**THE IT & MARKETING OFFICER POSITION IS OPEN  
TO INTERNATIONAL STUDENTS**



## MAIN TASKS

- Being responsible for all EBF promotion
- Gathering and analysing data
- Managing the website, the CRM system and all IT related matters
- Maintaining the EBF Corporate style
- Guiding all 31 Committee PRs
- Guiding the Marketing Committee and Promotion Committee

## SECONDARY TASKS

- Coordinating promotion of all associations and external parties at the faculty
- Sustainability (optional)



#### MAIN TASKS

- Maintaining, improving and extending contact with the company portfolio
- Guiding the Acquisition functionaries of the EBF Committees
- Guiding career focused events

#### SECONDARY TASKS

- Keeping an overview of outgoing contracts of committees
- Maintaining the career page of the EBF Website
- Organizing specific recruitment events
- Business Challenges (optional)

# COMMERCIAL OFFICER

Your goal as EBF Commercial Officer is to maintain, improve and extend the relationship between the EBF and its partner-companies. For the last couple of years, the EBF has built an extensive network full of companies that are interested in getting in touch with enthusiastic and intelligent students. It is your task to connect the two! It is a very challenging task which will make you develop yourself extensively throughout the year.

During the year itself, you will visit more than 50 companies that are located all through the Netherlands (or abroad if you want) together with the EBF Career Officer. During those company meetings you will get in contact mostly with the recruiters of the company. These meetings have the intention to evaluate the collaboration of last year and discuss the opportunities for the upcoming academic year. As Commercial Officer, it is your main task to fulfill the wishes of the companies. To do this, you are constantly bringing students and companies closer to each other. This means innovating, creating and improving events!

Because of the partnerships that you make during the year, the EBF raises revenue. With this revenue, the EBF can organise all the nice events it is currently offering. As the EBF Commercial Officer, you have the unique opportunity to develop yourself and get to know the business culture in the Netherlands. On the one hand, you learn how to get in contact with the companies and map their interests and wishes. On the other hand, you translate those wishes to interesting events, either existing events or yet to be organised events! You develop yourself on a professional and social level and you create a clearer image about what you want to achieve in the future.

As the Commercial Officer, you have the task to guide four committees in total. The biggest one is the Recruitment Days, in which you will take place in the Supervisory Council. With this committee you will work together in order to make one of the biggest EBF events a great success! Next to that, you also guide the Consultancy Tour Committee which organises a 2-day tour to 4 interesting Consultancy firms across The Netherlands. Furthermore, you guide the Commercial Committee, which is responsible for the local discounts in Groningen. Finally, you assist the EBF Vlog Team, who are responsible for making vlogs at companies. Lastly, a lot of committees have a Commercial Relations in their function portfolio. As the EBF Commercial Officer, you will also be their personal guide and help develop these functionaries.

If you are interested in the position of Commercial Officer, you can contact Nicolas Hoeksema at [n.hoeksema@ebfgroningen.nl](mailto:n.hoeksema@ebfgroningen.nl) or 06-24488639.



# PROJECT OFFICER

Fulfilling the role of EBF Project & Internationalisation Officer entails many responsibilities. First of all, you are responsible for the guidance of a great number of EBF Committees. You are therefore responsible for the organisation of a great number of events that vary from EBF Entrepreneurship Evenings to the EBF Beginning Of The Year Party. Another responsibility is the recruitment and selection of EBF Active Members. You do this together with the EBF Secretary & HR Officer. Furthermore, you will be responsible for a wide variety of projects. These projects are mostly related to the optimisation and internationalisation of the association.

Your main task is the guidance of seven committees. These committees include the Activity Committee, Bachelor Community International Business, EBF/JFV Christmas Ball Committee, Entrepreneurship Committee, European Study Research Spring Committee, International Committee and Introduction Committee. You will support these committees with the organisation of their event and in their professional and personal development. You do this by regularly attending their meetings, giving feedback and having personal meetings with the committee members. Concluding this entails that you are the contact person of the board.

Besides the guidance of committees, you will also work closely with your EBF Board Members. Together with the EBF Secretary & HR Officer, you are responsible for the recruitment and selection of the committees. Together you will take interviews with applicants. Furthermore, you will be in contact with your board members about the functional guidance of the active members and to set up and execute various events and policy projects. Besides policy projects, you have a lot of freedom to initiate projects that you consider to be important. Lastly, you will work on the internationalisation and inclusion of the association. The faculty has become increasingly international and the EBF believes that a more diverse association is very important. As the EBF Project & Internationalisation Officer you will work closely with the faculty to initiate projects related to internationalisation and inclusiveness of the association. Within this function you will have a lot of freedom to innovate this yourself and initiate projects you in person have faith in. To have this freedom and to take the internationalisation of the EBF to a higher level will give you the chance to really make a difference!

Are you an enthusiastic person who loves to be in contact with people? Are you good at organising, not afraid for setbacks and able to motivate people? Then the position of EBF Project & Internationalisation Officer might be something for you! Core qualities of a EBF Project & Internationalisation Officer are flexibility, social skills, creativity and assertiveness.

For more information about the position you can contact Kirsten van der Hauw (k.vanderhauw@ebfgroningen.nl ; +31 6 40 66 80 08).



**THE PROJECT & INTERNATIONALISATION OFFICER  
POSITION IS OPEN TO NON-DUTCH SPEAKING STUDENTS**



## MAIN TASKS

- Committee Guidance
- Organising events and activities
- Recruiting the EBF Committee members
- Internationalisation of the EBF
- Recruitment and selection of EBF Committee Members

## SECONDARY TASKS

- Setting up new projects
- Innovating the EBF



#### MAIN TASKS

- Being responsible for career services of the EBF.
- Maintaining the EBF company portfolio together with the Commercial Officer
- Supervisory board of EBF/MARUG Recruitment Days (RD)
- Guiding Master Communities (5)
- Organising business challenges

#### SECONDARY TASKS

- Having contact with the FEB Career Services about career activities.
- Working on career related strategic projects
- Organising activities for (pre-) master students
- Working on Board specific Policy

# CAREER OFFICER

As the Career Officer, it is your job to create an attractive career portfolio for students. One of the priorities of the EBF is to give all FEB students the chance to prepare themselves in the best way possible for their future career. The tasks are very diverse, which means that it is important that a Career Officer is very flexible so you can easily switch between different tasks. On the one hand you guide several committees and have contact with several companies, but, on the other hand, you also work on several policy points of the EBF and you organize events, like the Shell Business Challenge and the Pre-Master & Master BBQ.

As mentioned above, the Career Officer is responsible for organising events with several committees. You will guide the eight Master Communities together with the Chairman of which five are your responsibility. Next to that, together with the Recruitment Days organisation, you will organise the biggest career event of the Northern part of the Netherlands. You will be part of the Advisory Council together with the Commercial Officer and someone from the MARUG Board.

Furthermore, the EBF is in contact with a large number of companies in the Netherlands. The EBF Career Officer supports the EBF Commercial Officer with managing the business contacts and is responsible for a part of the companies within the total company portfolio. During the summer period, you will visit diverse places, including the Randstad, with the Commercial officer to discuss collaboration possibilities with the companies and to change this into acquisition. A great chance to get to know the Dutch business life and to learn how to communicate with recruiters.

The function EBF Career Officer is especially fun as you work together with several other parties like committees, the faculty, companies and the Recruitment Days organisation. It is a real management function where it is important to work together and to coordinate, while also working independently. Moreover, it is possible to set up new strategic projects and to offer students an optimal career portfolio.

Are you an assertive person, that can easily keep the overview and be flexible? Then the function of Career Officer is something for you! Important personality traits of an EBF Career Officer are independence, a commercial mindset, flexibility and strong communicative skills.

For more information, feel free to contact Jeroen Zuidberg ([j.zuidberg@ebfgroningen.nl](mailto:j.zuidberg@ebfgroningen.nl), 0627341693)





## HOLIDAY PLANNING

Before the summer holiday, the transition period for the new board will take place. That is why it is important that both boards will be present at the same time as much as possible. The transition period will start immediately after the board announcement in April. However, it is possible to take courses and pass your exams in semester 2.2.

In the summer period, you will be busy with gaining as much knowledge as possible and preparing for the upcoming academic year. There will be a possibility to have a two-week holiday during this period.

## MORE INFORMATION

If you want more information about the EBF Board and/or specific positions, you can always contact one of the EBF Board Members. You can also always come by at our board room (5414.0046), call to +31 6 51773186 or mail [m.rijpkema@ebfgroningen.nl](mailto:m.rijpkema@ebfgroningen.nl). We are more than willing to share our board experiences!



# TESTIMONIALS



## **WILLIAM SCHRIER CAMPUS RECRUITER AT ING**

*"A board year? Do it! It is good to develop yourself besides your study. During your board year you build up a great network, you will have a lot of responsibilities, you work together intensively with a group of ambitious people, and you prepare yourself for the working life. It is definitely a pré on your resume, but besides that think of all the experiences you gain during a board year. My board year was definitely one to never forget!"*



## **THIJS VISSCHER, DIRECTOR STRATEGY & BUSINESS DEVELOPMENT AEGON POLAND**

*Having fun and developing myself personally are two goals that I always strive for. The first one has definitely been achieved during my board year. With my fellow board members, (active) members, old-board members and boards of other associations I have had a lot of fun. Besides that I have made some lasting friendships. With my own board members, but also with my predecessors and successors of my position: a close group that goes out for an evening or weekend multiple times per year, even now that some of them have already have children.*

*Besides that, I benefitted from the experiences that I gained during my board years during my current and previous jobs, on an almost daily basis. It was the perfect environment for myself to learn how to handle and experiment with for example being responsible for a big organisation and creating and carrying out a multiple year strategy. The 'managing' of fellow students that are voluntarily contributing to the association was also a very challenging part: mostly to determine together how the committee work could contribute to their personal development. These base principles that you will encounter during your board year, are not that different from the actual business life.*

*To convert ideas into concrete actions with an actual deadline (you only have 1 year as a board) is an experience that I have benefitted from even recently, with the start of my new job in Poland.*

# APPLICATION PROCEDURE

Are you interested in becoming the new EBF Board after reading this information brochure? Do you want to manage the EBF next year? Are you looking for a unique experience with practical experience, personal development, intensive cooperation in a team environment, strategic decisions and the guidance of committees? Then take on the challenge and apply for the EBF Board 2021 - 2022! You do not need any prior experience in committees at the EBF to apply for the board. You can apply by sending an email to [recruitment@ebfgroningen.nl](mailto:recruitment@ebfgroningen.nl). This email should contain your resume, a motivation letter and a recent picture of yourself. After the deadline, we will contact you if you are selected to make the case. You will have a few days time to finish this case. Afterwards you will be invited for the first application interview. The first interview will be in the weeks after the application deadline and will go more in depth into your personality and the case. If you passed the first interview, you will be invited for a second interview, which will go more in depth about the specific positions you apply for.

Your application should contain the following:

- Motivation of why you want to be in the EBF Board
- Preferences for positions, if you know already, and motivation for these preferences
- Picture of yourself
- Your resume should meet the normal standards

You can send your motivation letter, resume and picture to [recruitment@ebfgroningen.nl](mailto:recruitment@ebfgroningen.nl).

\*Application deadlines yet to be announced.





# PARTNER IN STUDY AND CAREER



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## SUB-ASSOCIATIONS

