

# EBF BOARD '19 - '20

## INFORMATION BROCHURE



**COME ON BOARD**

**EBF**  
EST. 2007

**APPLY BEFORE THE 8TH 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 2019-2020! During a board year at the EBF you will be offered a unique chance to gain a lot of experience in making strategic decisions, guiding committees, managing projects, contacting different external parties, and working together in a team. You will work together intensively with your fellow board members, and you will get the opportunity to develop yourself in many different aspects! Besides that, 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 an insight into what being in the EBF Board actually entails. There will be information given about the EBF, the board in general, committee guidance, functional guidance, time expenses, compensation and the selection procedure. Furthermore the eight different functions within the board will also be explained, with the specific task division per function. There will also be an information meeting on Tuesday the 19th of February, in which a presentation will be given about the EBF Board and specific functions and you can ask questions! If you have any questions after reading this information brochure, you can have a look at our website ([www.ebfgroningen.nl/board](http://www.ebfgroningen.nl/board)). Of course you can also contact one of the current board members or come by at the EBF Board Room (5414.0046). Besides that, it is also possible to schedule an appointment with one of the current EBF Board Members to receive more information about the content of the function he or she carries out. So, do not hesitate to contact us. We are more than willing to share our board experiences with you!

We are looking forward to your application!

On behalf of the EBF Board 2018-2019,

Luuk Platvoet

Secretary & HR Officer



# ABOUT THE EBF

The Economic and Business Faculty association (EBF) is the faculty association for all the students of the Faculty of Economics and Business at the Rijksuniversiteit Groningen. The EBF organises activities and services that support students with their studies, and helps them prepare for their future careers. The EBF was founded in 2007, and currently has around 4500 members, of which around 180 are active members divided over 32 committees. Activities of the EBF have the goal of supporting and fostering the academic, professional and personal development of the 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, and 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. Examples of such events are the EBF/MARUG Recruitment Days, the EBF Consultancy Tour and the EBF Degree to Trainee Tour. Next to the more formal and serious events, the EBF also offers a lot of informal events where the students can meet each other via committees, trips, big parties, and monthly socials. 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.

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 students, Risk for Finance and Accountancy & Controlling students, TeMa for Technology Management 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 others. A board year at the EBF is versatile, challenging and a great learning experience. After the board year you will have a competitive advantage during your job applications and you can use all the knowledge you gained in your future career. Besides that, a board year is a year you will never forget!



# THE EBF BOARD

The EBF Board consist 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 affairs consists of making the yearly policy and the guidance of committees. Besides that, some board members will also give functional guidance to committee members. The board has a meeting twice a week in which all the affairs within the EBF are discussed. During these weekly meetings, all current affairs are discussed, and decisions will be made about how the EBF will handle these affairs.

The EBF Board 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!

## 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 in the upcoming year. An example of a focus point in in 2018-2019 was Information Provision to all EBF Members. 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 of the association.

## COMMITTEE GUIDANCE

The EBF has around 180 active members divided over 32 different committees. Almost 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, you will advise them about how to tackle problems and learn them how to organise. 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.

## EBF COMMITTEES

Academy Committee  
Active Members Committee  
Activity Committee  
BC Bedrijfskunde Y1  
BC E&BE Y1  
BC IB Y1  
BC IB Y2  
Christmas Ball Committee (with JFV)  
Commercial Committee  
Consultancy Tour  
Conference Day Organisation  
Degree to Trainee  
EBF Conference  
EBF Economic Event  
Entrepreneurship Committee  
European Study Research Spring & Fall  
International Committee  
International Business Research (2x)  
Introduction Committee  
Marketing Committee  
Master Communities (Change, Economics, Health HRM, IB&M, SB&E, IE&B & SIM)  
Recruitment Days (with MARUG)  
Speakers Committee

## FUNCTIONAL GUIDANCE

The functions Chairman, Vice-Chairman, Commercial Officer, IT & Marketing Officer and Treasurer 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 function, specific knowledge needed for the function 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 function specific problems.

## 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 Rijksuniversiteit Groningen. At the beginning of April, the new EBF Candidate Board will be announced, and from that moment on the transition period will start. At the start you will be joining in activities and meetings. After that you will have the opportunity to take your exams in semester 2.2. After these exams the transition period will intensify.

In the beginning of July, the new EBF Board will be fully installed. You will be working at least 40 hours per week on your tasks as a board member. Besides that you will have several activities at night 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 end responsibility regarding the entire association and you will have a big variety of tasks. First of all, you are responsible for motivating and supporting the other members of the EBF Board. Therefore, it is very important to be up to date of the responsibilities and activities of the other EBF Board members. It is important that you keep an eye on the functioning of your co-board members. You can do this by having evaluation meetings and feedback sessions.

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 task of the chairman is to maintain the contact with various parties. This concerns external contacts such as other study associations in Groningen and outside Groningen, but also internal contacts such as the Faculty of Economic 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 fulfill 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.

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 Congress 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 skills and a long term vision.

For more information or questions about the function of chairman, you can contact Anne Veenhuyzen (a.veenhuyzen@ebfgroningen.nl, 0648765941).



## 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



# VICE-CHAIRMAN

As the EBF Vice-Chairman you will take on 3 different roles within the EBF Board. First of all, the role as a 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. The fulfillment of this policy plan will also be a joint responsibility. 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. As the EBF Vice-Chairman you will also be in close contact with the bachelor program directors at 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/FEB CS Business Academy. Next to that, you will be the functional guider of 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 responsibility of the study support for EBF members. This consists of the EBF Booksale, summaries and exam trainings. You will maintain contact with the study partners of the EBF and safeguard and evaluate the quality of the study support, in order to offer EBF Members the best service possible.

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 contact with Fiona Schouten (f.schouten@ebfgroningen.nl, 0642072221).

## 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
- Staying in contact with speakers
- Maintaining contact with the advisory bodies of the EBF
- Being responsible for Study Support
- Guiding the EBF Conference, Economic Event, Academy Committee & Speakers committee

## SECONDARY TASKS

- Maintaining speakers in the CRM system
- Keeping track of running projects
- Replacing the EBF Chairman when necessary
- Organising information activities and ceremonies at the faculty

**THE VICE-CHAIRMAN POSITION IS OPEN  
TO NON-DUTCH SPEAKING 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 the 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 and their sub associations. 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 administrative tasks there is also the Human Resource part of the function, in which you are responsible for all the active members of the EBF. As Secretary & HR Officer you are responsible for the managing and coordinating the human resource policy of the EBF. You are the contact person for all the members, and you will organise several activities for the active members, like 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 and the EBF Active Members Committee. 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? Are you someone that works precisely and accurately? And do you like to be responsible for the internal and external communication of the EBF? As well as managing the Human Resource aspect of the association and to be responsible for the active members of the EBF? Then we are looking for you to be the next EBF Secretary & HR Officer!

For more information about this function you can contact Luuk Platvoet (l.platvoet@ebfgroningen.nl, 0683355767)!



## 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

## SECONDARY TASK

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



# 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 function: 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 the committees, as you are guiding all committee treasurers. Next to that, you will supervise two of the largest events of the EBF: the EBF Conference and International Business Research. You are in contact with a lot of different people, so communication is an important aspect of this function. Since it is your job to guard the financials of the EBF, you will have several discussions and convince others of your financial decisions. This means that you have to be firm sometimes, but also be able to approach people in a tactful way.

Having some experience is a good thing when you become the EBF Treasurer, but not required. You will learn a lot about bookkeeping, and approaching issues while thinking about the financial consequences. 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 at all of the 32 committees and your own Board. Important qualities for a treasurer are ambitious, confident, responsible, precise and communicative.

If you want to know more about the function of EBF Treasurer, you can contact Anna Vegter ([a.vegter@ebfgroningen.nl](mailto:a.vegter@ebfgroningen.nl), 0629775429)

## 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

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

# 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 Facebook, Instagram and LinkedIn, 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 Marketing Committee, which consists of 8 members. It is your task to motivate and advise PR functionaires 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 Thijs ten Cate at [t.tencate@ebfgroningen.nl](mailto:t.tencate@ebfgroningen.nl), 0650981505).



## 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

## SECONDARY TASKS

- Coordinating promotion of all associations and external parties at the faculty



**THE IT & MARKETING OFFICER POSITION IS OPEN  
TO NON-DUTCH SPEAKING STUDENTS**



# COMMERCIAL OFFICER

Your goal as EBF Commercial Officer is to maintain, improve and extend the relationship between the EBF and the partner-companies. The last couple of years the EBF has built an extensive network full of companies which are interested to get 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 which 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 with mostly the recruiters of the company. Those 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 getting students and companies closer to each other. This means, innovating, creating and improving events!

Next to that, you are responsible for the revenues of the EBF. With those revenues the EBF can organize 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 business contact with the companies and map their interest and wishes. On the other hand, you translate those wishes to interesting events, either existing events or to be organized! 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 a number of specific committees. 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 organizes a 2-day tour to the Commercial Committee who is responsible for the local deals in Groningen. Lastly, a lot of committees have a Commercial Relations in their function portfolio. As the EBF Commercial Officer, you will also guide and help develop these functionaries.

If you want to know more about the position of Commercial Officer, you can contact Tim Brons at [t.brons@ebfgroningen.nl](mailto:t.brons@ebfgroningen.nl) or 06-51559693.

## 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)

# PROJECT OFFICER

As the Project & Internationalisation Officer, you are responsible for the guidance of a great number of EBF Committees. You are therefore responsible for the organisation of a large 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 eight committees. These committees include the Activity Committee, Bachelor Community International Business Y1, Bachelor Community International Business Y2, EBF/JFV Christmas Ball Committee, Entrepreneurship Committee, European Study Research Spring Committee, International Committee and the Introduction Committee. You will help these committees with the organisation of their events and support them in their professional and personal development. You do this by regularly attending their meetings, giving them feedback and having personal meetings with the committee members. You will be their 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 touch 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 also have a lot of freedom to initiate projects that you believe to be important. Lastly, you will work on the internationalisation of the association. The faculty has become increasingly international and the EBF believes that a more diverse association is very important. As the Project & Internationalisation Officer you will work closely with the faculty to initiate projects related to the internationalisation and inclusiveness of the association. Such projects vary from setting up a buddy system to organising trainings for the EBF Board. 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 as EBF Project & Internationalisation Officer might be something for you! Core qualities of a Project & Internationalisation Officer are flexibility, social skills, creativity and assertiveness.

For more information about the position you can contact Laurien Meijer (l.meijer@ebfgroningen.nl, +316 34 60 89 01).



**THE PROJECT & INTERNATIONALISATION OFFICER  
POSITION IS OPEN**

## MAIN TASKS

- Guiding several EBF Committees
- Organising events and activities
- Recruiting Committee members
- Internationalisation of the faculty

## SECONDARY TASKS

- Setting up new projects



# CAREER OFFICER

As the Career Officer, it is your job to keep the career portfolio interesting for all students. One of the priorities of the EBF is, namely, to offer FEB students the opportunity to optimally orientate on their career opportunities. The tasks of the Career Officer are very diverse, which means that it is important that the Career Officer is flexible as well. On the one hand, you guide many committees and have contact with several companies, but, on the other hand, you also organize events, like the National Student Competition, the Shell Business Challenge and the Master BBQ.

As mentioned above, the Career Officer is responsible for organizing events with several committees. You will guide five of the eight Master Communities and the Degree to Trainee Committee. Next to that, together with the RD organization, you will organize 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 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.

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. It's a real management function where it is important to work together and to coordinate, while also work independently. Moreover, it is possible to set up new strategic projects and to offer students an optimal career portfolio. Besides, you can analyse data together with the IT & Marketing Officer, as this more and more becomes an important task within the tasks of the career portfolio.

Are you an assertive person, that can easily keep the overview? Than the function of Career Officer is possibly something for you!

Important personality traits of an EBF Career Officer are independence, a commercial mindset, flexibility and strong communicative skills.

For more information, you can contact Marit Prins ([maritprins@ebfgroningen.nl](mailto:maritprins@ebfgroningen.nl), 0624391927)

## 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 I (4)
- Guiding Degree to Trainee
- Organising business challenges

## SECONDARY TASKS

- Supervisory board National Student Competition
- Having contact with the FEB Career Services about career activities.
- Working on career related strategic projects
- Analysing data



## 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, 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 next year. There will be a possibility to have a two-week holiday during this period. These two weeks will be from the 27th of July until the 11th of August.

## 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 050-3633702 or mail [l.platvoet@ebfgroningen.nl](mailto:l.platvoet@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 organization 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 after reading all this information? Do you see yourself being as an EBF Board Member, and 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 2019-2020! You do not need any prior experience in committees at the EBF to apply for the board.

The deadline for applying is Friday the 8th of March. You can apply by sending an email to [l.platvoet@ebfgroningen.nl](mailto:l.platvoet@ebfgroningen.nl). This email should contain your resume, a motivation letter and a recent picture of yourself. After the deadline, we will contact you on Thursday the 14th of March if you are selected to make the case. You will have a few days the 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. Thursday the 28th of March you will hear the result of your first interview. If you passed the first interview, you will be invited for a second interview, which will go more in depth about the specific functions you apply for.

On Monday the 15th of April the candidate board will be announced at the EBF Social.

Your motivation letter should contain the following:

- Motivation of why you want to be in the EBF Board
- Preferences for functions, 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 [l.platvoet@ebfgroningen.nl](mailto:l.platvoet@ebfgroningen.nl)

# IMPORTANT DATES

- |                                   |   |
|-----------------------------------|---|
| • Friday the 8th of March, 23:59  | Deadline motivation letter, resume and picture                |
| • Thursday the 14th of March      | Result motivation letter and resume and sending of Board Case |
| • Sunday the 17th of March, 17:00 | Deadline of handing in the Board Case                         |
| • Thursday the 28th of March      | Results first round of interviews                             |
| • Monday the 15th of April        | Announcement of the EBF Candidate Board 2019 - 2020           |



## PARTNER IN STUDY AND CAREER



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