

# Beta Business Days

Informational document board year 2022-2023



## Preface



Dear reader,

You receive this informational document because you are in any way connected to the Beta Business Days and/or interested in becoming the Beta Business Days board of 2022-2023.

This document is intended to inform you about a board position within the Beta Business Days. In this information document, you will find more information about the foundation itself, the board in general and the various board positions. Finally, you will find the procedure for the application. We hope this will give you a clear picture of what a board position has to offer you!

Do you still have questions after reading? Don't hesitate to ask for a call or coffee walk, even if you are just looking for more information! We are always happy to tell you all about the BBD and what it is like to do a board year. This can be done by addressing one of the current board members, preferably the board member of the position that you are interested in.

On behalf of the 35<sup>th</sup> board of the Beta Business Days,

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## About the Beta Business Days



Originated as a committee of the FMF 35 years ago, the 'Stichting Bèta Bedrijvendagen' was founded in 2001. Over the years, the foundation kept growing and developing and became a faculty-wide known phenomenon as the largest Beta career event of the University of Groningen. Not officially being a part of the university but representing the study associations has led to a supervisory structure within the organization that is controlled by the study associations rather than the faculty board. The Beta Business Days represents the following study associations:

- *Atmos*
- *De Chemische Binding*
- *Cover*
- *FMF*
- *GLV Idun*
- *GTD Bernoulli*
- *Sirius A*
- *TeMa*
- *TBV Lugus*
- *TFV 'Professor Francken'*
- *Mase*

In the meantime, the Beta Business Days is much more than only the event that takes place around March. The BBD has taken its prominent role in one of the faculty's most important policy issues: employability.

Where the FSE Career Day focuses on the personal branding and career orientation of the students, the Beta Business Days are the opportunity to find themselves an internship, get a job or orientate on the companies that operate in their field of interest. Over 40 companies get involved in presentations, cases, escape rooms, high teas, speed dates, interviews, workshops, and a business expo over the course of two days to take notice as a possible future employer to the students that visit the event.

Next to the serious business, a board year includes a lot of fun too! You will gain a special bond with your fellow board members as you are not only colleagues, but you get to know them very good as well. You spend a lot of time together while eating, going to parties and having fun at the 'BBD hok' (the board room).

In addition, the board is welcome to visit the represented study association constitutional drinks, parties and activities. You will also have regular drinks with the supervisory board, the advisory board, and the BBC and SUC committees to promote the so important bonding. After all, networking with a beer in your hand is much easier.

## A board year at the Beta Business Days



A BBD board year consists of many new experiences, contacts, and insights. As a board member, you are the face of the foundation and therefore you will meet many different aspects of the foundation; you will be amazed at how diverse the BBD and the faculty can be! A board year is a challenge, but it is also very instructive and above all fun. This is also reflected in the many new contacts you will make; drinks with other associations, contact with visiting companies, but also the committee and the faculty. And not unimportantly: a board year will look great on your CV.

### Time management

A board position at the BBD is part-time; this means that you can combine it with your studies or other activities such as association committees or a job on the side. As the foundation has no members, presence at the board room is not obligated for the largest part of the year (August-December), so as long as you complete your tasks you are free to plan your time as you prefer. Of course, some time needs to be considered for the weekly meeting with the board, the monthly meeting with the advisory and supervisory board and the constitutional drinks.

From January on, leading up to the event, the workload gets heavier up to the point that it is preferred to have the board together for the most time. The time that is not spent on attending lectures or study related activities is spent on the BBD.

After the event, the finalizing practices such as evaluation and appointing a new board need to be performed. The workload will be a lot lower than before, but keep in mind that the board year isn't over until a new board is formed and takes over.

### Financial and creative freedom

Because the Beta Business Days is not officially related to the university, there is a lot of freedom to try new things. Money comes in through acquisition and is spent on the event and side activities. As there is enough money, the foundation encourages you to try new things to upgrade the event. Whenever you have an idea you propose it to the supervisory board. If it involves a big change, you will have to pitch it well. When it is thought through in a good way, it is likely that they will grant it. So, try to think out of the box!

## Function distribution



The BBD board consists of six board members: the chairman, the secretary, the treasurer, two business relations and the public relations. Each of these functions has its own tasks, but there are also many shared tasks. For example: everyone takes care of his or her own mailbox and functions specific tasks, but other tasks such as organizing the board weekend can be organized by anyone.

In addition, every week there is a board meeting in which the issues that are currently on the agenda or should be raised in the near future are discussed. General decisions are often taken during the board meeting and tasks are divided. Keep in mind that also in this regard, the BBD is flexible, and the tasks can be formed and distributed as wished by the board.

Below the activities of the different tasks per function will be mentioned. Based on this you can already think about which position(s) are most appealing to you for further questioning or to consider in your application. This might as well be more than one, or even all the functions!

### Chairman

As chairman, the main task is to keep an overview of the board and organization. You will make sure that everything gets done and the foundation runs smoothly. This will come forward in chairing the meetings of the (supervisory) board. Apart from this you are also the face of the foundation. This means among other things that when the foundation needs to be represented through a talk, it will be your task to perform this at for example constitutional drinks.

Also, maintaining close contact with the study association boards is important. This will result in a better connection and more goodwill from their side.

### Secretary

When you are appointed as the secretary of the BBD board, there is a lot of freedom to take on tasks outside of your function. The main tasks include taking minutes of meetings and writing the emails that go out. The administration of the board is also taken care of by the secretary, meaning you keep track of the agenda of the board, as well as the general board mail.

Next to this, leading the SUC and BBC committee is a large task. These committees are designed to help the board during the promotional days and the event. The secretary will make sure that the committees know what to do and when to do it. Also, there are some drinks and trainings organized to familiarize the committee and board, the secretary will also take on such tasks. Lastly, the secretary can be responsible for tasks such as the lunch expo at the event.

### Treasurer

The treasurer of the board takes care of the budget throughout the year. As the budget is around €75.000 a year, this needs to be controlled carefully. Every article or service that is bought is checked by the treasurer. Another task is to make sure that the companies that signed a contract pay within the term. All transactions are put in the



account book. The contact with the bank and Chamber of Commerce (KvK) are also dealt with by the treasurer.

The contract with the event location, Martiniplaza, is one of the largest expenses of the event. This contract needs to be thought through very well and catering, necessities and the planning need to be aligned.

### Business Relations

The task of a business relation is to recruit a diverse range of companies to come to the BBD. You will be in contact with all the company representatives via emails and calls. Sometimes you can visit companies too; for example the BR's visited EY at the Zuidas, a very valuable experience.

In this assembling of the companies, it is important to keep the diversity in mind. You'd rather not have too many or too little companies from a study field on the days. Also within the studies there are big differences between the companies. To also show the opportunities at smaller companies, you will have contacts with the municipality for subsidies.

The current modules are presentations, cases, high teas, interviews, workshops, speed dates and the business expo. As the board you are free to add or remove modules or activities to the program such as a congress or start-up competition. Last year the BR's wanted to add an escape room module to the event. Unfortunately, this was not possible due to Corona.

### Public Relations

The public relations of the board is responsible for the promotion of the event. This will be done on- and offline. A lot of promotion is done during the promotional days. These two days can be used to promote the event in your own original way. The main task is to get students to the event, but how this is done is up to you.

The promotion requires a lot of contact with the study associations, since they play a large role in the promotion. It's important to update the socials (instagram, facebook, LinkedIn) regularly and ask the study associations if they can help you promote by reposting your content. Another task is to keep the website up to date. With the companies acquired, quite some information needs to be placed on the website. Besides updating the website, the public relations will also be responsible for the BBD app. The app will be filled with all the information of the companies, the activities and personal schedules.

Typically, the public relations also keeps track of the registrations for the event. Over the time of a month, students will register with different preferences. It is your job to lead this in the right direction.

## Application procedure



Have you gotten interested in a board year at the BBD? Apply for the Beta Business Days board 2022-2032!

Send your resume and motivational letter to [secretary@betabusinessdays.nl](mailto:secretary@betabusinessdays.nl). This can be done in either English or Dutch, to your preference. Your motivational letter should contain your preferred function(s) and is at maximum one page long. In the interview, you will get the chance to further explain your letter. After handing in your resume, you will be contacted to schedule an interview in May.

Do not hesitate to contact one of the board members if you have any questions! We hope to receive your application soon!

On behalf of the 35th board of the Beta Business Days

