

Bètabanenmarkt board year 2021-2022



Do you think the Bètabanenmarkt is just as awesome as we do? Would you like to gain extra experience in organizing a large event? Then apply now (before April 22) for a position within the board of the Bètabanenmarkt foundation.

- Part-time board (15-20 hours per week)
- Close collaboration with fellow students and the faculties
- Self development
- Broad network
- Responsible for the largest career event in Leiden

What can you expect?

The Bètabenmarkt board is responsible for organizing the largest career event in Leiden, in addition to organizing a Bio Science Park Excursion. Ideally, the Bètabenmarkt board consists of 7 students from different study associations from the Leiden University and Leiden University of Applied Sciences. The board members work an average of 15 to 20 hours a week for the foundation, which fluctuates based on approaching deadlines that must be met. Much of the organization is completed by the entire board, such as the acquisition, but each board member is assigned a specific position for which they are responsible.

There are 7 position to be filled for 2021-2022:

- Chairperson
- Secretary
- Treasurer
- Commissioner of Bio Science Park
- Commissioner of Logistics
- Commissioner of Promotion
- Commissioner of IT

In addition, there are 2 extra functions that will be distributed among the 7 members:

- Vice-chairperson
- Commissioner of Acquisition

Compensation can be claimed through the 'Profileringsfonds' at Leiden University of Applied Sciences, and via the C-pot at Leiden University. Depending on which institution you are enrolled at, of course.

General information

The Science Career Event (Bètabenmarkt) is the largest career event in Leiden, in the 2021 edition, the event consisted of more than 35 organizations. Together with the other board members you will form the board of the Bètabenmarkt foundation for one year, which entails many responsibilities, but of course also a lot of fun! The entire board is responsible for the acquisition, which takes place from June until January. Each board member runs acquisition for the branch of science studies for which they are responsible. This allows for a very diverse event to be created, one where every science student can find companies that fit their interests. In addition to the acquisition, each member contributes during the weekly meetings and various tasks are divided among all the board members.

Chairperson

The chairperson is responsible for the functioning of the board and is ultimately responsible for the board itself. It will be your responsibility to ensure that everyone knows their tasks and that said tasks are distributed as evenly as possible. You will also chair the meetings and must keep an overview. As chairperson you are often the face of the foundation, you will join the monthly 'Verenigingen Overleg' of the study associations of Leiden University, as well as keeping the study associations of Leiden University of Applied Sciences in the loop. In addition, you must be willing to help where necessary. Where exactly you'll be needed will depend on your qualities and interests and external circumstances; for example, in 2021 the main challenges were dealing with covid and organizing the first online Science Career Event. The position of chairperson is very varied and at times you have to be the stable factor, a challenge that is definitely worth it!

Challenges:

- Must ensure that the board has a strong foundation for the other members to build upon;
- Has a flexible nature.

For questions about this position, you can mail to voorzitter@betabanenmarkt.nl

Secretary

The secretary is involved in processing incoming communication and coordinating the external communication of the board. Maintaining an overview is very important in this regard. In addition, the secretary takes minutes of board meetings and meetings with other stakeholders (study associations, faculty board, Supervisory Board, etc.). The secretary is also responsible for keeping the incoming mail in order. The best thing about being a secretary is that you can help with everything from making schedules to filling goodie bags!

Challenges:

- Being able to summarize everything discussed;
- Distinguish between main and side issues;
- Actively participate in a meeting while taking the minutes;
- Ensuring orderly reporting.

For questions about this position, you can mail to secretaris@betabanenmarkt.nl

Treasurer

Being a treasurer at a large foundation is not as boring as it might sound. You will have the opportunity to handle large amounts of money and gain relevant experience for later. As treasurer, it is your job to keep track of all the financial mutations. You learn how to handle money, come into contact with the tax authorities (Belastingdienst), use extensive accounting software and gain insight into the in- and expenditure of large a organization. You are the one who makes the financial decisions. It is your job to make sure the budget is correct at the beginning of the year, that the expenditures are not too large, and that there is enough money at the end of the board year. Of course you will receive support from the auditing committee that can provide you with substantive advice with years of experience.

Challenges:

- Check the rest of the board so their budget is not exceeded;
- Find creative solutions for shortages or surpluses;
- Keep the accounts in order, and doing so the tax authority (Belastingdienst);
- Determine what is a useful investment and what expenses can be made.

For questions about this position, you can mail to penningmeester@betabanenmarkt.nl

Commissioner of Bio Science Park

The Bio Science Park in Leiden is of course the ideal location for the Science Career Event (Bètabanenmarkt). Many students cycle through it every day and the established companies are a source of great career opportunities for the science students in Leiden. The Commissioner of Bio Science Park is responsible for introducing students to this beautiful business location. That is why the Bio Science Park Excursion has been organized for 5 years, a separate day in November next to the big event: the Science Career Event (Bètabanenmarkt)! As the Commissioner of Bio Science Park you carry the final responsibility for the Bio Science Park Excursion.

Challenges:

- Nice collaboration with the Science Career Service of Leiden University and the Leiden Bio Science Park Foundation;
- Adequately involve both Leiden University and Leiden University of Applied Sciences;
- Organizing a “mini-science career event” in which you take into account logistics to finances, so very varied work!;
- Maintain close contact with the companies at the Bio Science Park;
- After the excursion you will assist the board in the organization of the Science Career Event (Bètabanenmarkt), which makes this position very diverse!

For questions about this position, you can mail to bsp@betabanenmarkt.nl

Commissioner of Logistics

Commissioner of Logistics is a fun, challenging, broad position. As Commissioner of Logistics you are responsible for all practical matters related to the Science Career Event (Bètabanenmarkt). You ensure, among other things, that fire safety is observed and that the crew knows what is expected of them. To accomplish all this, you maintain close contact with the University and the suppliers. Beyond this you are also the point of contact for practical matters, for your board and for external parties. You make the Science Career Event (Bètabanenmarkt) schedule, informing all involved what is expected of them.

At the beginning of the year, you will mainly focus on familiarizing yourself with the building, the rules and safety. With these tools you can organize the event according to your own insight. After this, you can start ordering the furniture, drinks, and other supplies. This way you can leave your mark on the Science Career Event (Bètabanenmarkt) and enjoy how your ideas are implemented. It is important that you have organizational skills and are stress resistant. This position comes with challenges, but is ultimately very rewarding.

Challenges:

- Getting and keeping all companies satisfied;
- Safety and flow through of people on the day itself;
- Have the day run smoothly for companies and students;
- The location. What do you make it look like, where will all the booths be, etc.;
- Lunch and social mixer to run smoothly.

For questions about this position, you can mail to logistiek@betabanenmarkt.nl

Commissioner of Promotion

How do you best draw attention to the Science Career Event (Bètabanenmarkt)? Which promotional tools are effective for students, young professionals and other interested parties? Do you use newspaper advertisements, competitions, commercials or something else all together? If you like doing this, then you will fit in the Commissioner of Promotion position! You are given the freedom to design posters, goodies, banners, you name it. It is not only about material goods, but also good consultation with partners. The position offers a lot of flexibility, options for planning and freedom.

Challenges:

- Further developing the reputation of the Science Career Event (Bètabanenmarkt), both among student and companies;
- Improve on the cooperation agreements, informational flyers, and social media posts;
- Brainstorming about promotion opportunities and possibilities to attract many visitors;
- Making lots of cool things in a wide range of editing software to improve and further professionalize the promotional materials;
- Setting up cool promotions where students can win goodies (whether or not in collaboration with companies).

For questions about this position, you can mail to promotie@betabanenmarkt.nl

Commissioner of IT

The main tasks of the Commissioner of IT at the Bètabanenmarkt Foundation are keeping the website up-to-date and to manage the registration system and the database behind it. In addition you are responsible for all other IT problems that you as a board might encounter. Furthermore, you can use all your creativity in automating and optimizing all digital processes like:

- Gathering necessary information from all companies;
- Mails to the students;
- Improve the website and utilize search engine optimization.

For this function you do not need to major in IT, but affinity with website management and software is a big plus.

Challenges:

- Improve the way in which companies provide information (linking the website to the database);
- Automatic mailing;
- Improve the website and utilize search engine optimization. Add filters to the participation companies overview.

For questions about this position, you can mail to it@betabanenmarkt.nl

Vice-chairperson

Should the Chairperson drop out temporarily, the board would lose their general overview without a backup. This is why a vice-chairperson is appointed within the board who can assist the Chairperson at any time. The Chairperson and the Vice-chairperson consult regularly and keep each other up-to-date on all relevant events within and outside the board. If necessary, the Vice-chairperson can temporarily replace the Chairperson. They then ensure everyone knows their tasks and that the distribution is as even as possible. It may happen you have to put together the agenda for a meeting and thus also chair the meeting in order to maintain an overview within the board. In addition you must be willing to assist where necessary, so not only with the Chairperson but also with any other position. It is important that you keep calm within the board, it is a challenge that is well worth it.

Commissioner of Acquisition

The Commissioner of Acquisition position is a function added to one of the other positions. In principle, every member of the board carries out a similar amount of acquisition, this must of course be registered somewhere so companies won't be approached twice or forgotten altogether. As the Commissioner of Acquisition you keep an overview of which organizations are approached, but you also keep track of how many places on the event have been allocated. This way, no duplicate places are booked and the maximum can be obtained from the event. Furthermore it is your purview to distribute companies among the board members to approach.

Have you become excited? **Mail your resume and motivational letter** or questions to: **sollicitaties@betabanenmarkt.nl**

Application deadline: April 22, 2021!
