



APPLY FOR THE ESN GRONINGEN BOARD!

MANAGE THE LARGEST INTERNATIONAL STUDENT ORGANISATION IN GRONINGEN!

- * 1 FULL TIME BOARD YEAR * 6 BOARD MEMBERS *
- * 60 COMMITTEE MEMBERS * 6000 INTERNATIONAL STUDENTS *
- * 150 ACTIVITIES * 2 INTRODUCTION WEEKS *



APPLICATION DEADLINE: 7TH OF APRIL.
FOR MORE INFORMATION VISIT WWW.ESN-GRONINGEN.NL

Apply for the ESN Groningen Board 2021/2022!



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ESN

Erasmus Student Network
Groningen

What is a board year?

A board year is the perfect and most fun way to develop yourself during your student life outside of your studies, especially because you do this together with other dedicated and enthusiastic students. During a full-time board year at ESN Groningen, you will represent and run the organisation together with five other board members, while enriching yourself with practical experiences, organisational skills, teamwork, building close friendships and much more! Besides spending time at the ESN office to work, you will attend and organise the awesome ESN events and many other activities! Doing a board year is a once-in-a-lifetime experience as you learn a lot, meet people from all over the world and work closely with a lot of external partners such as the University of Groningen, the Hanze UAS, the municipality, commercial partners and other study and student organisations. Next to all the skills you will gain during your board year, it also includes a huge social aspect. You will work intensely with your fellow board members on a daily basis, which creates close friendships. Additionally, you will work together with the committee members, and get to know a lot of students who join ESN activities. ESN is a Europe-wide network, which means that it even offers you the opportunity to expand socially beyond Groningen. Several times a year you will meet with other ESN sections from the Netherlands. There are also opportunities to join meetings and events on the ESN international level!

What can you benefit from doing a board year?

Besides the fact that doing a board year is a lot of fun, you also get the opportunity to develop yourself on a personal and professional level. You will gain practical experience of running an organisation. As the Executive Board you will be the face of ESN Groningen, you will work in a team environment and you will have to plan ahead, think of new strategies, organise events and manage the committee members and other volunteers. In doing so you will develop responsibility and leadership skills. Next to that, during a board year you will discover where your qualities and interests lie, because you will be working in a field that is probably different from your studies. This gives you the opportunity to discover what you really want to do later in life. You will also meet people from different backgrounds. This means that you will develop your personal skills and you will learn how to work together with different people. Especially considering that ESN Groningen is an international organisation, you will work together with people from all over the world, the perfect opportunity to improve your intercultural competences! Lastly, a board year looks great on your CV. Having done a board year will definitely help you to get a job later in life, especially in the Netherlands. Here in the Netherlands, it is quite common for students to do a board year during their student time and many employers recognise the benefits from doing a board year. This means that you will have an advantage over others when you are applying for a job. Considering that ESN is an international organisation with sections all over Europe, also the employers outside of the Netherlands will be familiar with ESN.

Overview of a board year at ESN Groningen

Your board year will start in May with a transition period, this will be part-time and you will spend +/- 8 hours per week. During this period you will learn everything there is to know from the current board to prepare yourself for your coming board year. You will have meetings with your predecessor, you will attend some ESN activities, but most importantly, you will get to know your fellow board members and you will start thinking about your plans for the coming year. In July there is a summer break, to ensure that you are well-rested and ready for the start of your board year in August!

From this moment onwards you will be working at the ESN office everyday from 10:00 to 17:00. Besides this, you will attend the awesome ESN events and many other activities. In August you will be busy preparing for the Introduction Week in September for +/- 2000 newly arriving students! After this Introduction Week it is time to say goodbye to the old board and you will officially be in charge of the organisation!

The workload of a board year at ESN Groningen is around 40 hours per week, excluding meetings, social events and parties. The workload is a little bit more in the months leading up to the Introduction Weeks of September (+/- 2000 students) and February (+/- 700 students). Next to these Introduction Weeks, you will, together with the active members from the ten committees, organise around 150 other activities throughout the year. Some weeks or months are a little bit less busy than others, but it is not possible to study full-time next to your board year.

Overview of the costs

Doing a board year at ESN Groningen has a number of costs involved. Firstly, you have to be registered as a student at the University of Groningen or the Hanze University of Applied Sciences, which means you will have to pay tuition fees. However, because ESN Groningen has a close collaboration with the University of Groningen and Hanze University of Applied Sciences, you can be excused from paying tuition fees when you do not follow any courses next to your board year.

Next to that, it is possible to apply for a board grant that will cover most of your costs.

Other costs of a board year are the purchase of a suit that you will have to wear at official meetings and at some of the socials and the costs of drinks and consumptions at events. Luckily, ESN Groningen will reimburse most of the costs made for ESN related purchases. This includes, for example, part of the suit, travel costs and the attendance fees for national and international ESN events.

In case you have any questions, for example if you are an international student and unsure about whether specific regulations apply to you, do not hesitate to contact us! Obviously, we can recommend doing an ESN board year! You will gain a lot of (professional) experience, it will look very good on your CV and you will build a large network that will prove itself very useful later on in your career. Last but not least, a board year is of course a lot of fun!

All in all, doing an ESN board year offers you a lot of possibilities. In this brochure you can read more about the different board positions and the structure of the organisation.

Are you ready to have the most unforgettable year of your student life? Make sure to apply for the 34th board of ESN Groningen! Send your CV and motivation letter to info@esn-groningen.nl before the 7th of April 2021, 23:59!

What is ESN?

The Erasmus Student Network (ESN) is one of the biggest interdisciplinary student associations in Europe, founded in 1989 for supporting and developing student exchange. ESN is present in over 500 Higher Education Institutions in over 40 countries. ESN operates on three levels: Local, National and International. ESN works for the creation of a more mobile and flexible education environment by supporting and developing the student exchange from different levels, and providing an intercultural experience also to those students who cannot access a period abroad (“internationalisation at home”). ESN Groningen is a foundation, which means that we are a non-profit organisation. ESN Groningen does not have members, but people need to have the ESN card to sign up for the activities.

The main focus of ESN Groningen is placed on all international and Dutch students who like to be involved in an international environment. ESN stimulates the inclusion between international and Dutch students. ESN offers help and support in academic, social and practical integration processes. The latter is mainly done through the organisation of a wide range of activities, including cultural events, social events, educative programmes, and charitable events.

Six full-time board members make up the Executive Board of ESN Groningen. For all the activities besides the Introduction Week, ESN Groningen has ten committees, usually consisting of six people. Besides that, the supervisory organs at ESN Groningen include the Council of Advice, the General Board and the Audit committee.

Every month, the Executive Board meets with the General Board. This board is part-time and consists out of 12 people with board experience and staff members of the UG and Hanze UAS. Together with them the Executive Board makes important decisions about the organisation. The General Board works also on the long term strategy of ESN Groningen.

Next to this, there is the Council of Advice. The Executive Board and the Council of Advice meet three times a year. The Council of Advice consists out of 10 people who work for the UG, Hanze UAS, or were a board member of ESN Groningen before. They are the link between the universities and ESN, and they give professional advice on different topics.

The Audit committee, also known as KasCo, meets with the Treasurer and External Relations Coordinator five times per year regarding financial matters.

President

As the President of ESN Groningen, you are the main face and the final responsible person of the organisation. You have many diverse tasks that come with a lot of responsibilities. Internally, you are the one who is coordinating and supervising the executive board. This includes leading meetings, maintaining an overview of the organisation, and being up to date with the tasks of all board members and guiding them where necessary. Therefore, the President is the main responsible for steering the organisation in the correct direction and ensuring the long-term vision is taken into account. Next to this, you are the one who takes the lead in developing the policy of the board and writing important reports throughout the year such as the half-year and full-year report.



The President is the main contact person with all non-commercial partners that ESN Groningen is working with. This includes other bodies of the organisation, such as the General Board and the Council of Advice. Besides that, the President is also the main contact person with the University of Groningen, the Hanze University of Applied Sciences and the Municipality of Groningen. Therefore, a normal week of the President includes many meetings with various stakeholders. The President also joins several monthly meetings with other student organisations and political parties.

Not only must the President be up to date with all the developments within ESN Groningen, but the President is also the Local Representative of the section on the national and international level of ESN. This means that you have to be up to date with national and international developments of the network. There are several national meetings a year and two international meetings where the President's presence is required.

Within the position of President, there is plenty of flexibility to innovate the organisation and create events or projects that suit your interests. All projects and working groups focus on improving the organisation in the interest of the students. The President is the final responsible person of the organisation and therefore has to make sure that the organisation runs smoothly. Because the President is the main face of the organisation, being social and having a professional and open attitude towards international and Dutch students, active members, other organisations and external partners is of high importance with this role.

If you would like to find out more about the position of President of the ESN Groningen Executive Board, you can send an email to president@esn-groningen.nl and I would be more than happy to meet up for a cup of coffee and have a nice chat about the position of President!

Secretary

Being the Secretary of the ESN Groningen board is a very diverse position where you keep an overview of the whole organisation, and where you are involved in many different topics. Firstly, you are of course responsible for the general secretarial tasks. These are writing the newsletter every week, taking minutes during meetings, and making and sending out questionnaires about different topics. You are also the first contact point of ESN Groningen, so you answer all questions via email and phone. This has as a result that you know a lot about everything that is going on in the organisation and the other board members' tasks. But of course, the Secretary of ESN Groningen is involved in much more.

For example, ESN Groningen is involved in the international housing discussions. For this you attend various meetings with the University of Groningen, Hanze UAS, municipality, and other student organisations. You are also responsible for organising the constitution drink, which is a great event in a Board year. Another part of your position is the contact with the alumni of ESN Groningen. You keep them updated via alumni newsletters and you organise alumni activities for them. Furthermore, as the Secretary, you are in charge of the SocialErasmus committee and the Sports committee. The SocialErasmus committee organises all kinds of events to involve the international students in the local community of Groningen. The Sports committee organises sports events throughout the year.

The position of Secretary is not all set in stone. During the year, you have the opportunity to invest in different projects that come along. This year, the Secretary organises the Sustainability Week, together with the External Relations Coordinator. In this week, five events with regard to sustainability will take place. Moreover, the Secretary and the Integration Coordinator are working on a campaign called "Internationals Welcome", together with the GSb. This campaign encourages Dutch students to live together with international students as well.

Another big part of an ESN Groningen board member is of course the organisation of the two Introduction Weeks. You are responsible for the recruitment of all the introduction guides. Again, you are their first point of contact, answering many of their questions. During the Introduction Week, the Secretary is in charge of the Pub Crawl and the online sign-ups. You are also responsible for booking all the venues at the UG during the week, and you are in charge of keeping the participants and introduction guides up to date before and during the Introduction Week.

The position of Secretary gives you the opportunity to be involved in many different topics. The contact with committee members, volunteers, and all participants is very rewarding. If you want to know more or want to meet for coffee, send an email to secretary@esn-groningen.nl.



Treasurer

As the Treasurer, you are responsible for the financial management of the organisation. It is your main responsibility to keep track of the financial well-being of the organisation. This entails more than just paying and sending out invoices.

ESN Groningen is an organisation that, due to the ever increasing amount of international students, keeps on growing. This demands for a long-term financial planning to enable growth. As you can imagine, organising an Introduction Week for around 2000 people carries financial risks, which you have to control and account for.



Helping an organisation grow and being at the core of its development offers lots of challenges and opportunities that will put you in a position where you will challenge yourself to not only foster sustainable growth for the organisation, but also your personal skills. Think about investment opportunities, fundraising challenges, cash flow management, or setting up new projects. The position of Treasurer, however, has more to offer than financial management. You are also the contact person of some external partners, which will teach you to communicate on a professional level with different businesses and organisations.

Furthermore, you are also responsible for the Excursion and Active Members committee. You will work together with the Excursion committee to organise around 8 excursions throughout the year. Previous editions have gone to places like Copenhagen and Luxembourg! This gives you the opportunity to challenge yourself in the field of event planning, which demands a whole other array of skills. The ActiveMembers committee organises several activities for the active members, including two active member weekends. These activities are a lot of fun to organise and are much appreciated by our committee members.

The financial management of an organisation on the scale of ESN is no mean feat either. As Treasurer, you can count on the aid of your committee Treasurers and Audit committee. The Audit, or Kasco, is a committee that consists of staff members from the UG and Hanze UAS with a financial background and previous ESN Treasurers. This committee will not only verify if everything is going well financially, but also assist you whenever they can. The Audit Committee members are often a lot further in their career and have been in your position before, their advice is very valuable in guiding you through your board year and you can learn a lot from them!

Since it is impossible to verify whether every activity is financially possible, the Treasurer also relies upon the committee Treasurers to support the various committees of ESN Groningen. This means that you learn how to guide and manage a group of people that often do not have any financial background. Apart from a learning experience, this is also a lot of fun!

The position of Treasurer is probably one of the most challenging positions in a growing organisation like ESN Groningen. It is overarching and deals with almost every aspect of the organisation. This year enables you to develop a broad range of skills in a fun and professional environment. ESN Groningen is an organisation with a lot of financial freedom. As treasurer you are in the position where people can come to you with great ideas, it is for you to decide what to do with it. Do you want to know more about this position? Feel free to send me an email at treasurer@esn-groningen.nl

External Relations Coordinator

As the External Relations Coordinator of ESN Groningen your main task is to stay in contact with all the commercial external parties. You are in frequent contact with our partners, our main sponsors and potential new sponsors. It is your responsibility to keep the relationships healthy and mutually beneficial. Furthermore, you are also responsible for the exploration of potential new partners as well as setting up these new partnerships. If an external party is interested in collaborating with ESN Groningen, you will plan an appointment and assess the possibilities of a successful partnership or event. It allows you to be in constant contact with commercial partners, NGOs and start-ups.



You will be the professional face of ESN Groningen and explore potential collaborations that could benefit the network. At ESN you enjoy a lot of freedom in the pursuit of new ideas. This makes the External Relations position so attractive. You are in a position to pick up or start projects that you personally feel motivated to work on and are able to contact external parties for potential collaborations. This gives you opportunities to be sociable with professionals and other students while you are representing the commercial side of ESN Groningen.

You will also supervise two committees, namely the Network committee and the Party & Pub Quiz committee. The Network committee organises career-related events such as workshop days, company visits and professional networking events. This year, the committee focuses on themes as local job opportunities, networking skills and personal development, in addition to providing a platform for meeting other international students interested in their career! The Party & Pub Quiz committee is responsible for the organisation of the pub quizzes, which are attended by approximately 120 people every month, which is the maximum capacity. The Party & Pub Quiz committee also invents ideas for the Kokomo theme parties as well as doing the decorations. As External Relations Coordinator, you are responsible for the contracts with the bars and you are their main contact person.

Coordinating these two committees is a very fun experience, especially because these two committees organise completely different types of events. The Network committee focuses on professional events and students in their later stages of studying, whereas the Party & Pub Quiz committee is there for everyone who wants to go out for a night and go party. Both are representing the goals that ESN Groningen has for the international students in Groningen, which really contributes to their experience abroad.

Being the External Relations Coordinator really challenges you to pursue commercial deals, improve your acquisition skills and to become a better negotiator. Every day is different as it is your ideas and your identification of opportunities that determine your calendar. If you want to find out more about this position, or to discuss it in more detail, send an email to **external@esn-groningen.nl**

Public Relations Coordinator

The PR Coordinator is responsible for all communication from ESN Groningen towards the public. This includes the visibility and recognisability of ESN as an organisation, the promotion of all of its events and programmes, and the recruitment of new members.

Many of the daily tasks of the PR Coordinator involve the promotion of all of the events throughout the year.

For this, you will be working closely together with the PR Manager of each committee to make sure that their events are properly promoted. You will be responsible for all of ESN's social media. For Facebook, you are in charge of the ESN Groningen page, Facebook groups and George the monkey, our mascot. You make sure these are up to date and used in the best way possible.

ESN's Instagram has many followers and is an important channel:

you will determine content for the Instagram posts and story,

where you will try to find the right balance between promotion and engaging content.



As the PR Coordinator, you will also make sure that the photos are taken at events and parties; by either yourself or a committee member, and that these photos are uploaded onto Facebook. In addition, you are responsible for the website: you will keep it up to date, ensure its content and make sure it is used optimally for PR means. This also includes having meetings with the website builder to discuss possible improvements.

Throughout the year, the PR Coordinator is the main responsible for recruitment. This includes recruiting a new Board and committee members, as well as Introduction Guides and ESN Crew for the Introduction Week. In addition, you will also create more awareness for ESN as an organisation and recognition for the ESN brand in general. The main target is to make ESN Groningen more known and visible in Groningen. This gives you the freedom to think outside the box and come up with some creative projects.

Moreover, you will be in contact with the University of Groningen and the Hanze UAS to make sure all the incoming students are informed about the ESN Introduction Week and all that ESN has to offer. In the beginning of the year, you will have meetings with the different international offices to discuss the collaboration.

Much of the work involves visual designs, and although you can choose to work on this yourself, you have a professional graphic designer with whom you will work closely together with to help design all offline and online promotion, like posters, banners, flyers, etc. Lastly, you will supervise two amazing committees: the PR & Graphics committee and the Culture committee. The PR & Graphics committee is in charge of raising awareness of ESN Groningen to both international and Dutch students by creating promotional material, monitoring social media, and representing ESN Groningen at events. The Culture committee, on the other hand, organises many cultural-related activities within ESN including movie nights, theatre visits, talent shows and two sold-out Live Music Nights, at which 40 students form various bands that perform at a final show for more than 300 people.

To conclude, the position of PR Coordinator is a very fun and challenging position that requires a lot of creativity and the skill of keeping an overview. You are always aware of what is going on in ESN, and you are the link between the organisation and all of the students. Are you interested, and would you like to meet for a coffee to discuss this position in more depth? Get in touch! Send an email to pr@esn-groningen.nl

Integration Coordinator

The position of Integration Coordinator is probably the one that is hardest to explain. Reason being that this position is what makes ESN Groningen special among all student organisations in Groningen: it seeks to actively improve the integration of international students in the entire city. It is therefore a position truly unrivaled in scope and uniqueness. It also means that you have a limited amount of regular work with much space for the innovation of the organisation through setting up new events, programmes or collaborations.

As the Integration Coordinator, you will meet with external parties on a regular basis. This could be with other student associations/organisations, but for example also with the municipality, the province or the university. This could be to exchange ideas, organise an event or to represent ESN Groningen in several platforms. An example of an event that you are involved in is the Integration Night which is organised together with SIB, AEGEE, SOG, Albertus, Vindicat and Dizkartes.

You are also in charge of the different programmes ESN Groningen has to offer, such as the Buddy programme, Intercambio programme, Clubs programme and the Language Café that is held 5 times a year in cooperation with Clio, VIP and Esperia. Next to that, the Integration Coordinator is also responsible for two great committees: the Buddy & Integration committee and the International Dinner committee. This means you regularly attend their meetings and they can always come to you for assistance. However, you are also keeping an eye on other committees, because you are overseeing the Committee Competition.

Additionally, the Integration Coordinator is also responsible for organising the Summer Activities, a week full of activities in August in which students get to know Groningen already before the ESN Introduction Week starts. The ESN Introduction Week is organised by all six board members, and as the Integration Coordinator, you are the responsible board member for the Culture Day, the Dutch Language Lessons and the Movie Night. This means you will manage and create a fun day full of workshops and city tours for hundreds of people.

The position of Integration Coordinator is a very social and open one, as you meet with lots of different people from different parties and you have time for new ideas. As mentioned before, you can be very creative as there is a lot of room to come up with new projects and execute them. If you would like to meet up to ask questions and discuss the position of Integration Coordinator and/or about doing the ESN Groningen board in general, please send an email to integration@esn-groningen.nl so we can meet up for a coffee!



Previous Board Experience

Eelco Sibma, Integration Coordinator 2018/2019

Last year I did a full-time board year as the Integration Coordinator of ESN Groningen. Over the year, I learnt a lot about not only how other people work, but also about how I work. I was kind of thrown into an office with five other people that I didn't know too well, but I became closer with them than even some of my best friends from high school. The year was a unique experience, and one I am certainly very glad that I did.

ESN is a unique organisation. Unlike most associations/organisations, the member base is a bit unclear. In the end, it gets split up into different levels. There are of course all of the international students, and one of the best parts of the year is getting to know them (although one of the worst parts is when the exchange students leave of course). You see these people at all your events, and as most of them are only in Groningen for a short time they are insanely fun to hang around with. I got to know lots of international students, but the people that I got to know the best in the organisation (beside my board) were the committee members. In my year, there were 60 of them, and they really made my year even better, as I saw them at a lot of events, and also at events such as committee weekend (on one of the Dutch islands) or other things like Christmas dinners that we organised with them throughout the year.

As well as it being a fun year, I really learnt a lot and developed my network while in the board. I met a whole lot of different boards at constitution drinks, at meetings, and at other events throughout the year. Furthermore, in my position I came into contact with people in a professional setting that I never would have otherwise, such as members of the board of the universities, and other staff members in different departments. This is very helpful for things like getting a job after the board year if you stay in Groningen, or just otherwise for getting references or pimping out your LinkedIn connections. As well as this, the year is great for learning how to work with other people, and dealing with difficulties that come with being in a board.

All in all, a board year at ESN Groningen is a unique experience, one which I would never change for the world. It helped me develop myself, and get some amazing work experience, but mainly it is a really fun year in a really nice organisation, where I came into contact with a lot of great people. For that reason alone I would recommend the board year to anybody.

The Next Steps

Are you interested in becoming part of the next ESN Groningen Board?

Join our Board interest evenings:

Check out: esn-groningen.nl/get-involved/apply-for-the-esn-board/ when the next one will be!

Ask your questions or schedule a coffee meeting with the position of your interest:

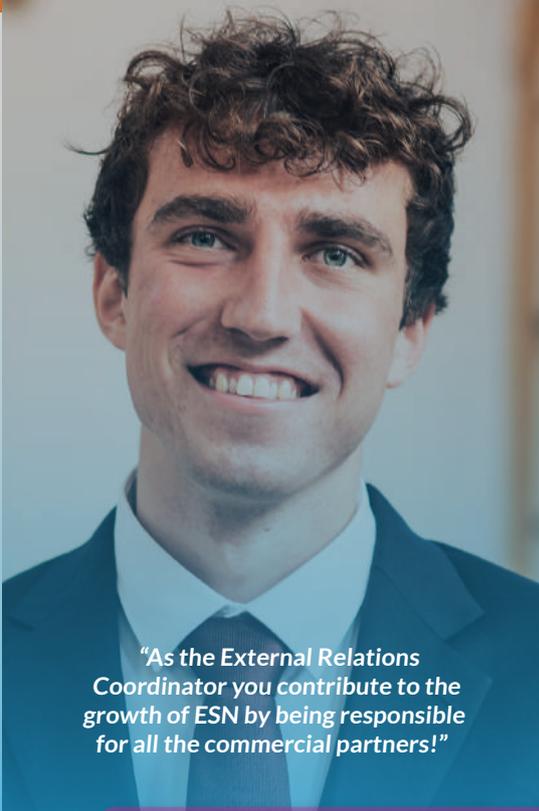
David Kraandijk	president@esn-groningen.nl
Pascale Kruise	secretary@esn-groningen.nl
Lennart Stokman	treasurer@esn-groningen.nl
Nick Grolleman	external@esn-groningen.nl
Sietse Greijdanus	pr@esn-groningen.nl
Femke Steman	integration@esn-groningen.nl

Apply!

Send your CV and Motivation Letter to info@esn-groningen.nl before the **7th of April, 23:59**

* **EXTERNAL RELATIONS
COORDINATOR**

Nick Grolleman



"As the External Relations Coordinator you contribute to the growth of ESN by being responsible for all the commercial partners!"

* **PRESIDENT**

David Kraandijk



"The President is the final responsible for the entire organisation, which means that you are involved in everything that happens in ESN!"

* **TREASURER**

Lennart Stokman

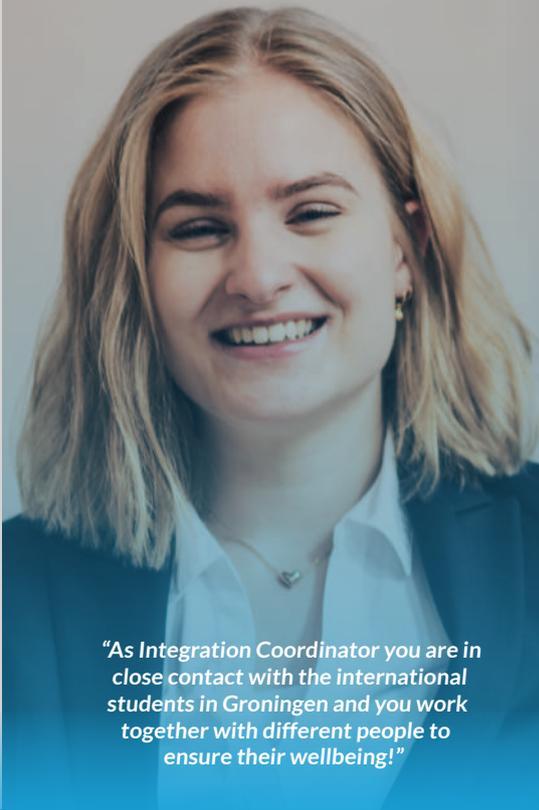


"As they say: "Money makes the world go round". As Treasurer, this means you will be involved in all the great things ESN has to offer."

APPLY FOR THE ESN GRONINGEN BOARD 2021/2022!

* **INTEGRATION
COORDINATOR**

Femke Steman



"As Integration Coordinator you are in close contact with the international students in Groningen and you work together with different people to ensure their wellbeing!"

* **PR COORDINATOR**

Sietse Greijdanus



"As the PR Coordinator, you can put all your creativity into increasing the reach of ESN Groningen!"

* **SECRETARY**

Pascale Kruize



"As Secretary, you are the main contact point of the organisation while also being involved in many different projects!"

APPLICATION DEADLINE: 7TH OF APRIL
FOR MORE INFORMATION VISIT WWW.ESN-GRONINGEN.NL

