



TEDX COMMITTEE

POSITIONS

CHAIRMAN

- Leads the committee and owns overall coordination.
- Safeguards progress and keeps every workstream on track.
- Builds team cohesion and morale.
- Supports committee members wherever needed.
- Supervised by and in constant contact with the EBF Vice-Chairman

LOGISTICS & EVENT MANAGER

- Owns production and planning for the event day.
- Manages all on-site logistics end to end.
- Secures the venue and coordinates suppliers and technical partners.
- Builds the run sheet and coordinates crew and volunteers on the day.

TREASURER/ EXTERNAL RELATIONS

- Owns the budget and financial planning.
- Leads partner acquisition and external relations.
- Tracks income and expenses and safeguards the financial overview.
- Maintains regular contact with the EBF Treasurer & the EBF Commercial Officer

PUBLIC RELATIONS

- Designs all promotional material.
- Drives event promotion and audience turnout.
- Manages the event website.
- Runs the social media channels and content calendar.
- Safeguards a consistent TEDx and EBF brand across all channels.
- Maintains regular contact with the EBF IT & Marketing Officer.

SPEAKERS I

- Develops the central theme of the event.
- Leads speaker scouting and acquisition.
- Curates the speaker line-up to fit the theme.
- Guides speakers on their talks and rehearsals.

VIDEO MANAGER & SPEAKERS II

- Oversees video and event production.
- Supports speaker acquisition.
- Plans filming, recording and editing of the talks.
- Delivers the final TEDx talk videos for publication.

MORE QUESTIONS? MAIL US AT [INFO@EBFGRONINGEN.NL](mailto:info@ebfgroningen.nl)