



## **Herd Leader Responsibilities and Expectations**

**Purpose:** To cultivate current students, and future engaged alumni, by providing opportunities to develop lifelong connections to the University of Colorado.

**Vision:** To be the pioneering Student Alumni Association in the country in implementing diverse student programming, creating meaningful opportunities, and cultivating dynamic student leaders.

**Mission:** Students inspiring students to celebrate the University of Colorado by fostering their relationship and engaging with the Forever Buffs family

The Herd Leadership Council (HLC) is a smaller, more intimate community within the Herd Student Alumni Association. The HLC is the governing body of the Herd and is a great way to get involved on campus. The HLC has up to 29 leadership positions available for CU students, 8 of which are Chairpersons. These student volunteers (Herd Leaders) run the Herd, the Student Alumni Association at the University of Colorado Boulder. Being a part of the HLC is a chance for students to have a great time, meet awesome people, be the student voice of the Alumni Association and gain valuable leadership experience. Herd Leaders (HLs) will have the opportunity to gain experience in marketing/advertising, event planning, communications, business development, time management, teamwork and much more!

The Herd Leadership Council meets every Tuesday from 5:30 - 8 p.m. during the school year. Other time commitments include an additional 1 - 5 hours each week to plan outside of the meeting time, attend and work Herd events and attend leadership development and team building workshops that may occur outside of the meeting time. Furthermore, Herd Leaders are provided with opportunities throughout the year to network with alumni through Alumni Association events.

Member Responsibilities (include but are not limited to):

1. Be mission-oriented, remembering the mission, vision and values of the Herd Leadership Council (HLC) when representing the organization or performing HLC work.
2. Attend HLC meetings held every Tuesday evening at 6:00 p.m. Attendance is mandatory for all Herd Leaders.
  - a. Attend chalking/postering sessions at 5:30 p.m. on Tuesday nights, prior to HLC meetings.



- b. In the event of extenuating circumstances, Herd Leaders (HLs) are required to communicate with the Program Manager and President if you are not able to attend an HLC meeting (by Monday at 6 p.m.).
3. You must have a Herd membership (by downloading and signing into the Herd App) to be on the Herd Leadership Council.
4. Attend the two-night, winter retreat in January (over MLK weekend).
5. Attend 90% of Herd events throughout the school year. HLC operates on a 3-strike system for events of mandatory attendance, this includes meetings.
  - a. This means, the first 2 unaccepted excuses for missing meetings/your event shift/no-call-no-shows will be counted as your first 2 strikes. If you repeat on the 3rd time, you will be asked to leave the Leadership Council at the discretion of the Herd President and Vice President. Extenuating circumstances will be brought to a vote by the Executive Committee and Herd Program Manager.
  - b. Communicate with the Herd President and/or Vice President if you are not able to attend a Herd event.
  - c. A valid reason to miss a HLC obligation communicated appropriately with the Herd President and/or Vice President will be allowed. These include but are not limited to:
    - i. Academic purposes such as an exam or class study session. This does not include studying for an impending exam or paper. If you miss a meeting due to an exam or study session, you will need to work with the President and/or Vice President to be brought up to speed.
    - ii. Extreme sickness or health issues.
    - iii. Critical emergencies involving yourself or individuals close to you.
    - iv. Other extenuating circumstances may be approved at the discretion of the HLC President as long as the absence is communicated in advance
6. Wear your nametag and appropriate attire to all events.
7. Actively recruit HLC members throughout the year formally and informally.
8. Strongly encouraged to attend Alumni Association events, based on availability.
9. Communicate with the Program Manager, HLC President, and/or Vice President if you are no longer able to perform the duties of your position.

For questions, please contact Sara Abdulla, the Herd Program Manager at [Sara.Abdulla@colorado.edu](mailto:Sara.Abdulla@colorado.edu)