



Forever**Bufs**<sup>®</sup>

## Herd Leader Responsibilities and Expectations

*Updated 2/11/2025*

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

**Vision:** As CU Boulder's student alumni association we strive to implement a wide array of student programming, create meaningful opportunities to connect, cultivate a culture of student philanthropy at CU Boulder, and pursue excellence in the development of dynamic leaders.

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

The Herd Leadership Council (HLC) is the Student Alumni Association at CU Boulder and an affiliate of the [Center for Leadership](#). The HLC has 20-25 leadership positions available for CU undergraduate and graduate students. The council is made up of five standing committees led by appointed chairpersons and an executive committee. The Executive Committee is comprised of the current President, Vice President, Professional Development Chair, and all current HLC members who previously served as President or Vice President. Elections for President and Vice President are held each spring. Herd Leaders will have the opportunity to gain experience in marketing/advertising, event planning, communications, philanthropy, networking and more.

HLC meets at Koenig Alumni center every Tuesday from 5:30 – 8:00 p.m. during the school year. Other time commitments include an additional 1-3 hours each week to plan outside of the meeting time, attend and work Herd events, and attend leadership development workshops. 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 proactive, remembering the purpose, vision, and mission of the Herd Leadership Council (HLC).
- \_\_\_\_\_ 2. Attend HLC meetings (held every Tuesday evening from 5:30-8:00 p.m.). Attendance is mandatory for all Herd Leaders. In the event of extenuating circumstances, Herd Leaders (HLs) are required to Communicate with the President and Vice President if you are not able to attend an HLC meeting (by Monday at 5:30 p.m.).
- \_\_\_\_\_ 3. Serve on a standing committee as an appointed chairperson or committee member. These

committees will meet during regular HLC meetings. The President and Vice President serve on the executive committee.

\_\_\_\_ 4. Meet monthly participation point requirements during the school year. The President and Vice President set each month's point requirement. HLC operates on a 3-strike system for these events of mandatory attendance.

- The first 2 occurrences of failing to reach monthly point requirements will be counted as your first 2 strikes. If you repeat on the 3rd time, you may 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 the Program Manager.
- A valid reason to miss an HLC obligation communicated appropriately with the executive committee will be excused. If you miss a meeting, you will need to work with the President and Vice President to be brought up to speed. Valid reasons include but are not limited to:
  - Academic purposes such as an exam or class study session. This does not include studying for an impending exam or paper.
  - Extreme/contagious sickness or health issues.
  - Critical emergencies involving yourself or individuals close to you.
  - Other extenuating circumstances may be approved at the discretion of the HLC President and Vice President if the absence is communicated in advance.

\_\_\_\_ 5. Attend the two-night, winter retreat in January (over MLK weekend).

\_\_\_\_ 6. Attend Alumni Association events as available.

\_\_\_\_ 7. Sign up for the Herd newsletter through the [online web-form](#).

\_\_\_\_ 8. Wear your nametag and appropriate attire to all events.

\_\_\_\_ 9. Actively recruit HLC members throughout the year formally and informally.

\_\_\_\_ 10. Communicate with the Program Manager, HLC President, and Vice President if you are no longer able to perform the duties of your position.

**For questions, please contact Jack Curzon, the Program Manager for Student Outreach & Philanthropy at [jack.curzon@colorado.edu](mailto:jack.curzon@colorado.edu).**

**Print Name Here:** \_\_\_\_\_

**Sign Here:** \_\_\_\_\_

**Date:** \_\_\_\_\_