

# Network Leader Guide

## Mission

Our mission is to strengthen the UNT Dallas alumni community by fostering meaningful connections, celebrating Trailblazers, and providing valuable opportunities for personal and professional growth.

## Vision

Through engagement, support, mentorship, and lifelong learning, we empower alumni to thrive and give back to the greater UNT Dallas network.

## Goals

- Strengthen alumni engagement
- Support career development
- Inspire philanthropy
- Celebrate alumni achievements

## Time Commitment

6 - 10 hours per month recommended

- Monthly Meetings : 2 - 3 hours
- Event Planning: 2 - 3 hours
- Community Outreach: 2 - 4 hours

## Activity Tiers

Networks must host one (1) activity per quarter using one of the categories below. Networks can select a tier as the theme for a particular quarter and host an event. Below are examples that fit in each category.



### Professional Development

- Networking social
- Webinar / workshop
- Continuing education
- Book club meetings



### Social Gatherings

- BBQs
- Sporting events (UNTD or Dallas teams)
- Community festivals
- Theme parks



### Community Engagement

- Volunteering - mobile food pantry, park clean-ups, etc.
- Fundraising for UNT Dallas programs or scholarships



### University Promotion

- New graduate events
- Volunteer at New Student Orientation(s)
- On-campus panel discussions / networking events

# Social Media Guidelines

## General Conduct

-  Maintain a respectful and inclusive environment
-  Be clear, timely, and transparent in all communications
-  Uphold the mission and values of the UNT Dallas Alumni Association and Alumni Networks

## Best Practices

-  Follow all UNT Dallas main campus and alumni accounts.
-  Update accounts regularly with engaging content.
-  Respond promptly to comments and direct messages.

## Network Resources

### Alumni Relations Support

Our team is available to offer expertise and guidance as leaders and volunteers coordinate their alumni networks. Below are some forms of services we can provide to support network efforts.

#### Communication Support

- Social Media Set-up
  - UNTD Style Guide
  - Network Logos
- Network Emailing

#### Event Support

- On-campus Room Reservations & catering orders
- Event Registration & Payment Tools
- RSVP Tracking
- Payment Management for Event Costs
- Event Kits (name tags, attendance sheets, and decor rental)

#### Administrative Support

- Directory Management
- Bylaw templates

### Leader Expectations

1

Maintain contact with UNTD Alumni Relations

2

Oversee network meetings and programming

3

Community outreach

4

Serve as positive UNT Dallas ambassadors

## Helpful Links

**Alumni Relations:** [untdallas.edu/alumni](http://untdallas.edu/alumni)  
**UNT Dallas Branding:** [untdallas.edu/marcomm](http://untdallas.edu/marcomm)  
**Career Services:** [untdallas.edu/sa/career-services](http://untdallas.edu/sa/career-services)  
**University Calendar:** [untdallas.edu/calendar](http://untdallas.edu/calendar)

## Contact Information

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