



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

UNT Dallas Branding: untdallas.edu/marcomm

Career Services: untdallas.edu/sa/career-services

University Calendar: untdallas.edu/calendar

Contact Information

Tiffany Talamantes, Director

UNT Dallas Alumni Relations

972-338-1657

alumni@untdallas.edu

Student Center, 2nd Floor, Room 2108W