

# NETWORK/COMMUNITY LEADER RESPONSIBILITIES

---

The role of the Network/Community leader(s) is to work with their Alumni Engagement staff liaison to strategically plan and attend Network or Community events. It is recommended that Networks and Communities have co-leaders that work together to share ideas and responsibilities. The length of commitment depends on the leaders themselves, but it is recommended that they commit a minimum of 2 years. The time commitment varies depending on how active the Network/Community is, how invested the leader(s) is/are, and how many leaders are supporting the Network/Community.

## **Responsibilities:**

- Attend Network/Community leader virtual meetings (approximately 2-3/year) organized by the URIFAE.
- Organize and implement a minimum of one Network/Community event per year with a focus on one or more of the following: social, career support, athletic, educational, reunion, or other.
- Plan and execute a minimum of one community service event during the Global Month of Service, held annually in April.
- Act as a liaison to the URIFAE and your Network/Community
- Collaborate with other Network/Community leaders (when appropriate).
- Commit for a minimum of two years.
- Help select and train a successor after two years or upon your resignation.
- For Affinity Communities, it is recommended to maintain a Facebook or LinkedIn Group.
- Help support the Alumni Engagement office to update records whenever possible.
- Engage additional volunteers to assist with event planning and coordination when possible.
- Maintain regular contact with your staff liaison and the Alumni Engagement office.
- Submit all event information at least 6-8 weeks prior to the event to the Alumni Engagement office to ensure enough time for marketing.
- Engage in personal outreach to alumni within the area/affinity regarding upcoming events.
- Complete the Event Wrap-Up online form with feedback from the event within seven business days and send any photographs from the event to your liaison.
- Represent the University of Rhode Island in a positive manner.

## **Qualifications:**

- You must be a URI alumnus/a, or a URI faculty/staff member
- Enthusiasm and pride for URI
- Flexibility and willingness to understand and collaborate with various entities of URI

## **Dissolution**

Running a URI alumni Network/Community involves personal time and energy and leaders can face many hurdles including leadership succession, community engagement, and burn-out. While it is never the hope of the URIFAE to see this happen, a URIFAE Network/Community may be dissolved if there no longer interest or ability by the leadership to maintain the Network/Community. A Network/Community leader can decide at any time to dissolve their Network/Community with the URIFAE. Additionally, the URIFAE reserves the right to dissolve a Network/Community if the group fails to fulfill the responsibilities or mis-represents URI.

## **Social Media Policy:**

Networks that wish to communicate via social media can request that URIFAE set up a private Facebook group for that purpose. The Facebook group will be associated with the URIFAE Facebook page. If a network requests a private Facebook group, they must agree to these terms of use:

- At least one URIFAE staff member will be assigned as an admin at all times.
- At least one member of the network must also be assigned as an admin at all times.
- The network admin(s) are responsible for posting and monitoring all content within the group, as well as admitting new members.
- Content should focus on URI alumni events, news, and activities; connecting URI alumni within the geographic area; and sharing information that would be helpful to fellow alumni (such as sharing local information for recent grads and/or alumni new to the area).
- URIFAE staff reserve the right to remove any inappropriate content and/or shut down the group if necessary.
- Networks may NOT set up their own social media accounts under the URI or URIFAE name.