

Memo to: *Applicants for Fellowship Positions*

Re: *ABA Section of Real Property, Trust and Estate Law
Fellows Program – 2011-2013*

Thank you for your interest in the Real Property, Trust and Estate Law (RPTE) Section Fellows Program. The program represents a commitment by the Section to increase the participation of young lawyers in Section activities. The goal of the program is to give active members of the Young Lawyers Division or state or local bar associations an opportunity to become involved in the substantive work of the Section, to develop future leaders of the Section, and to enhance knowledge about the work of the Section among members of the Young Lawyers Division and other young lawyers. We hope that, through their hard work, Fellows will develop into the future leaders of the Section.

The Fellowship appointment is for two years. We will select six Fellows from among the applicants. To be considered for selection, a person (1) must have practiced in the trusts and estates or real property area for at least one year (and be younger than 36 years of age or have been admitted to the bar less than 10 years) and (2) should have demonstrated leadership at the state or local bar level or in the Young Lawyers Division. As part of the Section's commitment to diversity, at least one-half of the Fellows selected will be minority applicants.

We will make the following commitments to those selected as Fellows:

- To provide a subsidy, consistent with Section policies for attendance at the Spring and Fall Council Meetings of the Section, as well as any meetings of the Committee to which the Fellow is appointed, up to \$2,000 annually
- To be appointed a "committee chair" of a RPTE substantive committee who will expose the Fellow to opportunities to do substantive committee work, including writing materials for CLE programs and/or Section publications
- To be appointed a mentor to suggest ways the Fellow can maximize opportunities for participation and professional development within the Section
- To invite the Fellows to certain social functions reserved for Section leaders

The commitment described above is a contingent one. To obtain reimbursement and continue as a Fellow, the participant must:

- Be or become a member of the ABA and of the RPTE Section
- Submit timely and responsive written reports on his or her activities and progress as a Fellow, as requested by the Fellows subcommittee
- Honor his or her commitments as a RPTE Fellow

In return for the Section's investment in you, by acceptance of the Fellowship, you would make the following commitments to the Section:

Fellows' Commitments	Section's Expectations
1. To become an active member of the Membership Committee of RPTE	<ul style="list-style-type: none"> • Attend all bi-monthly telephone conferences (generally the third Thursday of each month from 11:30-12:30 Central time) • At RPTE Section meetings, attend all meetings of the Membership Committee • Participate in Membership Committee projects, including welcoming efforts at RPTE Section meetings and follow-up phone calls for e-CLE sessions
2. To become an active member of a substantive RPTE committee in an area of interest to you	Participate in all telephone conferences or other interim meetings of the substantive RPTE committee. In addition to the work described below, possible projects might also include contributing to the committee's web page or writing an article for the RPTE eReport, the electronic substantive newsletter. Your level of involvement in extra activities is something to discuss with your committee chair.
3. To be actively involved in at least one substantive project of a RPTE Committee and/or produce a significant written work for the RPTE magazine and/or journal	Promptly contact your mentor and committee chair. By Labor Day, you should discuss with your committee chair one or more specific activities you would like to do within the next year. It is possible that your committee chair may be putting together a program proposal for the Section's Spring meeting that needs to be submitted in September or October. By the beginning of November, make sure that your committee chair has agreed to discuss one or more of these specific activities at the November Fall Council Meeting, which you will attend. The meeting should result in a specific project being assigned to you.
4. To attend the Spring and Fall Council Meetings of the Section, as well as any stand-alone meetings of the substantive Committee to which you are appointed	If you believe that attending a meeting other than these will help you achieve your goals, your expenses may be reimbursable. The Fall Joint meeting with the Tax Section is reimbursable. Please check with the Fellows Chair if you have any questions about attending a meeting. The Section will reimburse expenses of up to \$1,300 per fiscal year (out of your \$2,000 per fiscal year) before the Spring meeting. Any reimbursable expenses above that amount will be reimbursed after you attend the Spring meeting (and is contingent on such attendance).
5. To remain involved in the activities of the Young Lawyers Division (or be aware of the activities if you have "aged out" of the Young Lawyers) and to identify substantive areas of common interest where members of the Young Lawyers Division can participate in the work of the Section	If you are not already active in YLD, you are not required to become active. However, you should be active at the local or state level or through some other activity that will generate contacts to fulfill your recruiting goal.

Fellows' Commitments	Section's Expectations
6. To work with the Young Lawyers Division Liaisons to the Section in recruiting members of the Young Lawyers Division to join the Section, with a specific goal for you to recruit no fewer than three persons in each Fellowship year to participate in the work of the Section	See above regarding YLD or substitute activities.
7. To report annually to the Section Council and the Executive Council of the Young Lawyers Division on your individual activities within the Section	<ul style="list-style-type: none"> • <u>Section Council</u>: No formal report is currently anticipated. However, you are required to attend meetings of your Division's Subcouncil and of the Section's Council. • <u>YLD</u>: This applies only for those who are already active in YLD and are in a position to report.
8. To make a current commitment to continue your active involvement at the committee level in the Section after your Fellowship is completed	We hope that your level of activity will encourage your mentor and committee chair to recommend your advancement within the Section.
9. To act as a mentor to new RPTE Law Fellows and other young lawyers recruited into the Section	We encourage unofficial mentoring but generally will not be assigning Fellows as formal mentors.

Work Plan: You will be expected to submit a work plan on how you will achieve these goals. You must send at least a rough draft to your committee chair and mentor by Thanksgiving. The work plan must be e-mailed to the Section Marketing and Membership Manager and the Fellows Chair by December 2, 2011. It may be circulated at the December Membership Committee meeting and then evaluated by the Fellows subcommittee afterwards. These deadlines apply to first-year Fellows for their initial work plans and second-year Fellows to update their work plans. Failure to adhere to deadlines in this paragraph or in item 3 of the above chart may result in termination from the program.

Each Fellow may change his or her work plan, so long as the Fellows Chair is notified and the changes are consistent with satisfying the program requirements. For example, suppose the work plan includes helping with a CLE at the Section's Spring 2012 Symposia. If the CLE Committee does not accept the committee's program proposal, the committee chair will assign another project to the Fellow or suggest that the Fellow's work be turned into an article for the *Probate & Property* magazine or the *RPTE Journal*.

Appointments: Occasionally, a Fellow will be appointed to a Section Standing Committee or an editorial position, both of which are reimbursed positions under the standard Section reimbursement policy. If such an appointment is made, the Fellow will choose, at the time of the appointment, whether to be reimbursed under the standard reimbursement policy or the Fellows reimbursement policy. The standard policy reimburses standing committee members and editors for air travel, ground transportation, and a \$100 per diem when attending the Fall Leadership and Spring Leadership Meetings.

If a Fellow is appointed to a standing committee after the beginning of the bar year, after a reimbursement has been made under the Fellows reimbursement policy, and the Fellow chooses to be reimbursed under

the standard policy, adjustments will be made to future requests for reimbursement so that the total yearly reimbursement is in compliance with, and the greater of, one or the other policy.

Feedback: Fellows should call their mentors and committee chairs from time to time to discuss their plans and request feedback on their progress; the Fellows Chair is also available to answer questions. The Fellows Chair will provide feedback from the Fellows subcommittee's review of work plans. At the end of Fellows' two-year term, they and their mentors will have the opportunity to make suggestions regarding the Fellows' future involvement in Section activity. Through their exposure to Section leaders and by demonstrating their excellent work, Fellows will show their level of commitment, which should lead to requests for their help with additional projects as they continue their participation in the Section.

Applying: To assist in the selection process, we ask that you complete the two-page application **LOCATED ON THE RPTE SECTION WEB SITE and return it to the Section by Friday, June 17, 2011. The application is found at** http://www.americanbar.org/groups/real_property_trust_estate/resources/fellows_program.html.

Fellows will be notified of their appointment by early August and will be expected to start attending the monthly Membership Committee telephone conferences right away. If you have any questions, please feel free to contact Hugh F. Drake at 217-544-8491 or by email at hdrake@bhslaw.com.

We thank you for your participation and interest in the Fellows appointment process.