



## AMERICAN BAR ASSOCIATION YOUNG LAWYERS DIVISION Liaison Entity Expectations and Information

Please save document in Microsoft word and email to Renee Lugo at lugor@staff.abanet.org.

### Entity Information

Entity Name: Standing Committee on Group and Prepaid Legal Services  
Staff Contact: Tori Jo Wible  
Position: Committee Counsel  
Telephone: 312/988-5753  
Email: wiblet@staff.abanet.org  
Entity Website: www.aplsi.org

### Term Length

2 years

### Why are you requesting that a new position be created and why now?

Increase awareness of professional development opportunities offered by a group or prepaid legal services practice.

### Top 3 Benefits Of Being A Liaison To Your Entity:

- 1: being in a position to take a leadership role in and having ideas implemented and put into action
- 2: meeting and developing relationships with plan administrators and practicing lawyers from across the country
- 3: learning and sharing knowledge of the career development opportunities offered by group and prepaid legal services plans.

### Governance

Would the Liaison sit on your Council or Governing Group? No

If so, would they be a voting member? No

If not, do you have a young lawyer representative on your Council or Governing Group? No

### Projects

Please provide a brief description and the timing of projects you would expect the liaison to participate in or is responsible for:

write article for YLD publication and Group & Prepaid publication, sit on at least one subcommittee of their choosing, report on YLD projects of interest.

### Committee/Board/Group Participation

Would the liaison participate in other committees/boards/groups? No

If so, please include the name(s) of these committees/boards/groups:

### In-person Meetings

Number of meetings the liaison would be expected to attend: 3

If the liaison could not attend could they participate via conference call? Yes

Timing of meetings (check all that apply):

Fall  ABA Midyear Meeting  Spring  Summer  ABA Annual Meeting

Other Winter

Would the liaison be expected to provide an oral report? Yes

Would you provide the liaison funding to attend in-person meetings? Yes

If so, please provide funding details (check all that apply):

Coach Airfare  Per diem of 100/day  Hotel  Ground Transportation  Complimentary social event tickets  Actuals

Other

Additional Comments: we will reimburse 50% of travel expenses as noted above

### Conference Calls

Approximately how many conference calls would the liaison expected to participate in:Occasionally

### Written Reports

Would the liaison expected to submit a written report to your entity? Yes

If so, how often? Quaterly

What would the report entail (check all that apply)?

YLD Activity Updates  Your entity's young lawyer activities  a young lawyer perspective  young lawyer feedback

Other

Additional Comments:

### Leadership Path

Do you have a formal leadership path in place for liaisons (e.g. liaison→committee member→committee chair) No

If so please explain:

**Please explain your entity's liaison expectations:** 1. Attendance at meetings -- committee meets 3 times each year, typically in September, January and May. The liaison will receive reimbursement for 50% of travel within certain limits. Reimbursement will be made on the basis of \$100 per diem for each meeting day plus one travel day, and coach airfare. 2. Participation during meetings -- each liaison will receive an extensive electronic agenda book prior to each meeting containing an agenda and all relevant supporting material. These materials should be reviewed prior to the meeting. Liaisons will have an opportunity to report on their entity's activities during the meeting, but are also encouraged to participate actively in all discussions. 3. Subcommittees -- Liaisons are welcome to participate as members of the various subcommittees.