



**AMERICAN BAR ASSOCIATION YOUNG LAWYERS DIVISION  
YLD Liaison Entity Information and Expectations**

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

**Entity Information**

Entity Name: Section of Litigation  
Staff Contact: Melissa Wood  
Position: Committees Manager  
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**Top 3 Benefits Of Being A Liaison To Your Entity:**

- 1: Network with the nation's top litigators
- 2: Impact the ABA's largest Section constituency through the Council's decisions
- 3: Take advantage of leadership development training and exclusive programming at leadership meetings.

**Governance**

Does the Liaison sit on your Council or Governing Group? Yes  
If so, are they a voting member? 2nd Year Only  
If not, do you have a young lawyer representative on your Council or Governing Group? Yes

**Projects**

Please provide a brief description and the timing of projects you expect the liaison to participate in or is responsible for:  
Per the "Governance" question above we have two YLD liaisons, one is primary and votes, the second is adjunct and sits on the Council but does not vote. The second year they become a voting member. The Section always has one voting YLD liaison. We expect the liaisons to actively participate in all Council Meetings and if available to attend our Young Lawyer Leadership Program meetings as well.

**Committee/Board/Group Participation**

Does the liaison participate in other committees/boards/groups? Yes  
If so, please include the name(s) of these committees/boards/groups: If there is not a conflict with a Council Meeting, we ask that they participate in the Section's Young Lawyer Leadership Program meetings.

**In-person Meetings**

Number of meetings the liaison is expected to attend: 5  
If the liaison can not attend can they participate via conference call? No  
Timing of meetings (check all that apply):  
 Fall  ABA Midyear Meeting  Spring  Summer  ABA Annual Meeting  
 Other Section Annual Conference & Winter Leadership Meeting  
Is the liaison expected to provide an oral report? No  
Do 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 /day  Hotel  Ground Transportation  Complimentary social event tickets  Actuals  
 Other  
Additional Comments: To clarify we will pay coach airfare, three days standard hotel room, lowest available ground transporation, and meal costs when not provided in line with our "caps" - \$15 breakfast, \$20 lunch, and \$40 dinner. This is in association with our three leadership meetings. We ask that our liaisons support their attendance at Section Annual and ABA Annual (though if they are just attending the Council meeting reimbursement is possible).

**Conference Calls**

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

**Written Reports**

Is the liaison expected to submit a written report to your entity? Yes  
If so, how often? Quaterly

What does 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: A brief report outlining the YLD activities that would be of interest to the Section of Litigation would be invaluable. The report should be submitted prior to each Council Meeting in accordance with the deadlines released by the Section's Associate Director.

**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: Liaisons are often looked upon favorably during leadership appointments, but there is not a guarantee of appointment. The more active a liaison has been, the more likely they are to be appointed.

**Please explain your entity's liaison expectations:** As outlined above, the Section of Litigation is very interested in active participation by our YLD liaisons. The Section values input from our liaisons and the more they contribute the more the Section benefits.