



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

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

Entity Information

Entity Name: Commission on Racial and Ethnic Diversity
Staff Contact: Sandra Yamate
Position: Director
Telephone: 312-988-5638
Email: yamates@staff.abanet.org
Website: <http://www.abanet.org/minorities/home.html>

Top 3 Benefits Of Being A Liaison To Your Entity:

- 1: Learn about cutting edge issues relating to racial and ethnic diversity in the legal profession
- 2: Participate in numerous interesting, dynamic and unique programs
- 3: Network with diverse lawyers and judges from across the country

Governance

Does the Liaison sit on your Council or Governing Group? No
If so, are they 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 expect the liaison to participate in or is responsible for:
The liaison can participate in any and all projects of the Commission in which he or she has an interest.

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: We have numerous committees and groups and all are open to participation by the liaison

In-person Meetings

Number of meetings the liaison is expected to attend: 4
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

Is the liaison expected to provide an oral report? Yes

Do you provide the liaison funding to attend in-person meetings? No

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:

Conference Calls

Approximately how many conference calls is the liaison expected to participate in: None

Written Reports

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

If so, how often? Other

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:

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: The Commission meets four times a year: a fall meeting in Chicago, at the ABA Midyear meeting, a spring meeting, and at the ABA Annual meeting. As a liaison, you are invited to attend these meetings to learn what the Commission is doing and to report to the Commission what items of interest your entity is working on. We ask our liaisons to submit a written report about entity activities 6 weeks before each meeting, regardless of whether they will be attending the meeting. These reports are included in the agenda materials that are distributed to all Commissioners and liaisons. A Commissioner who may not be able to attend a meeting will still have the benefit of reading each liaison's report. Should you, as a liaison, miss a meeting, you will still be sent (via email) a set of the agenda materials as well as a copy of the minutes of the meeting.

As a liaison, the Commission also relies upon you for assistance in developing programs for meetings and conferences and identifying issues to be reported to the Board of Governors or House of Delegates. You can also assist the Commission by researching and drafting resolutions that can be co-sponsored by the Commission and your entity. The Commission also looks to its entity liaisons to coordinate entity support for and attendance at the annual Spirit of Excellence Award luncheon where lawyers are recognized for their efforts to promote diversity within the legal profession as well as at other Commission programs.