

AMERICAN BAR ASSOCIATION
LAW STUDENT DIVISION

**Liaison
Handbook**



American Bar Association
Law Student Division
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LIAISON CHECKLIST

This is an “at-a-glance” guide to your responsibilities as an ABA Liaison. If you have any questions, refer to the Liaison Handbook, which can be found at the Liaison Homepage (<http://www.abanet.org/lsd/liaisons/> for more information or contact your assigned Liaison Coordinator (Division Delegate).

Getting Started

Be a Positive Representative from the Law Student Division to the ABA Entity!

- **Preparation: Starting Out**
 - Review the entity website for information
 - Prepare goals for the upcoming year

- **Communications: **See Appendix II for Sample Letters****
 - Contact your liaison predecessor
 - Obtain copies of past liaison reports (can also request from Division staff)
 - Learn about current projects and entity initiatives
 - Send a personal letter of introduction to the Section and its leadership
 - Contact your Circuit Governor
 - Contact your school’s SBA President and ABA Representative
 - Know the Delegate(s) for your assigned ABA entity

- **Meetings: *You are the Face of the Law Student Division to your ABA Entity***
 - Make arrangements to attend all entity meetings regardless of entity funding
 - Make arrangements to attend Law Student Division Annual Meeting, Fall Leadership Summit, and Spring Circuit Meeting
 - Contact your Dean for funding (*See Appendix II for Sample Letter*)

Throughout the Year

Establish a Strong Rapport with Entity Members

- **Communication: *You are the Eyes, Ears, and Voice of the Law Student Division***
 - Maintain communication with the governing section, committee or other entity
 - Includes Chair, Entity Director/Contact, Delegate(s), and other entity leaders
 - Maintain communication with the Law Student Division
 - Reports:
 - Annual Meeting/Fall Report – Due no later than October 15th
 - Midyear Report – Due no later than March 15th
 - End of the Year Report – Due no later than May 31st
 - Updates to Division leadership as issues and questions arise
 - **Leadership Directory:** <http://www.abanet.org/lsd/leadership/>

- Maintain communication with the Law Student Division circuits and local law schools.
 - Contact Circuit Governor, SBA President, and ABA Representative

- **Membership:** *Coordinate Activities between the Division and the Entity*
 - Help ABA entities develop initiatives directly beneficial to law students
 - Possible ideas include:
 - Career tools: Websites, career fairs, professional development programming
 - Create or contribute to entity's law student publications and committees
 - Free CLE and Entity meeting access
 - Law student webpage for the entity
 - Writing competitions
- **Before implementing any new program please contact the Law Student Division.**
 - Publicize any law student programs or initiatives (*See "Publicity" below*)
- **Resolutions:** *Considered at the Annual Meeting (August) and Midyear Meeting (February).*
 - Notify Law Student Division Chair, Division Delegates of any resolutions proposed or co-sponsored by your ABA Entity
 - *See Appendix I for Resolution Notification Form*
 - Lobby ABA entity's Delegates and officers to support Law Student Division positions in the House of Delegates.
- **Publicity:** *Publicize Entity Activities that May Interest Law Students*
 - *Student Lawyer* magazine
 - Please e-mail your 250- 400-word article as a Word or WordPerfect document e-mail attachment to abastulawyer@staff.abanet.org.
 - Contact staff editor Whitney Ward (Wardw@staff.abanet.org) or the current student editor.
- Law Student Division e-Newsletter
 - Email contributions for the e-Newsletter to Division staff (abalsd@staff.abanet.org) no later than the 5th of each month.
 - Published between the 10th and the 15th of each month and includes activities and events taking place over the following three months.
- Circuit Governor:
 - Contact your Circuit Governor publicize events via listserve; and
 - Promote the liaison program at Fall Leadership Summits and Circuit Meetings.
- Contact your SBA President and ABA Representative to publicize events at school
- **Other Responsibilities:** *Assess the Needs of the ABA Entity*
 - Specific duties depend on the requirements of the particular entity. Duties may include:
 - Working on special projects
 - Taking minutes at meetings
 - Developing a webpage dedicated to law students on the entity's website
 - Writing a law student newsletter to student section members
- **Exiting Liaisons:** *Thank You!*
 - Send a thank you letter to the entity for the past year of representation
 - Contact the newly appointed liaison and providing the following information:
 - A summary of the entity's activities the preceding year
 - A summary of projected activities for the upcoming year
 - Contact information for the entity
 - All existing projects or responsibilities
 - Transfer any files or pertinent information from the entity to successor

MISSION AND GOALS OF THE AMERICAN BAR ASSOCIATION

The American Bar Association is a voluntary membership association of attorneys dependent on the generous contribution of services by its members for its effectiveness. The Mission of the American Bar Association is to serve equally our members, our profession and the public by defending liberty and delivering justice as the national representative of the legal profession. The Association has 4 Goals:

GOAL I: SERVE OUR MEMBERS.

Objective:

Provide benefits, programs and services which promote members' professional growth and quality of life.

GOAL II: IMPROVE OUR PROFESSION.

Objectives:

1. Promote the highest quality legal education.
2. Promote competence, ethical conduct and professionalism.
3. Promote pro bono and public service by the legal profession.

GOAL III: ELIMINATE BIAS AND ENHANCE DIVERSITY.

Objectives:

1. Promote full and equal participation in the association, our profession, and the justice system by all persons.
2. Eliminate bias in the legal profession and the justice system.

GOAL IV: ADVANCE THE RULE OF LAW.

Objectives:

1. Increase public understanding of and respect for the rule of law, the legal process, and the role of the legal profession at home and throughout the world.
2. Hold governments accountable under law.
3. Work for just laws, including human rights, and a fair legal process.
4. Assure meaningful access to justice for all persons.
5. Preserve the independence of the legal profession and the judiciary.

ABA Structure

The American Bar Association (“Association”) is the largest professional organization in the United States. With a membership of over 400,000, it is also the largest organized bar association. The Association is comprised of 34 sections and forums, and more than 70 standing and special committees governed by the House of Delegates and the Board of Governors.

ABA House of Delegates

The control and administration of the American Bar Association is vested by its Constitution and Bylaws in the House of Delegates (*House*), the policy-making body of the Association to which officers, sections, committees, and employees are responsible.

The House of Delegates has the ultimate responsibility for establishing Association policy, both as to the administration of the Association and its positions on professional and public issues. The House elects the officers of the Association and members of the Board of Governors upon receiving nominations from its *Nominating Committee*.

The House has the sole authority to amend the Association’s Bylaws. It may amend the Constitution upon a vote of two-thirds or 150, whichever is greater, of the members present and voting. The House authorizes committees and sections of the Association and discontinues them. It sets Association dues upon the recommendation of the Board of Governors.

The House membership is approximately 561 members. Delegates are elected by Association members from the entities they represent. Overall, the House includes delegates from every state bar association, the larger local bar associations, affiliated national legal organizations, and each of the ABA’s member defined Sections and Divisions. The Law Student division has three delegates to the House, with full rights and privileges of any other House member.

Liaisons should know the Delegates to the House for their respective Sections and Divisions. While it is obviously important to know the Chair of the Section and other officers, the Law Student Division Delegates may call upon Liaisons to contact the Delegates from their Section if the Law Student Division has a vested interest in gaining that Section’s support to pass a resolution or defeat a resolution. Establishing a rapport with your Section’s Delegate early is of great importance to the Division.

ABA Board of Governors

The ABA Board of Governors is the administrative agency of the House of Delegates. The Board of Governors has the authority to act and speak for the ABA, consistent with previous action of the House of Delegates, when the House is not in session. The Board usually meets four times a year. It oversees the general operation of the Association and develops specific plans of action.

The Board develops methods and plans for making the Association and its activities useful to the members, administers the facilities and staff of the Association, and formulates and administers the Association’s budget and reimbursement policies. In 2005 the Law Student Division achieved a historic accomplishment in gaining a non-voting seat on the Board of Governors. This marks the first time in the Associations history that there is a law student representative on this body. **The Board of Governors is comprised of 38 members.**

Officers (6)

President

President-Elect

Chair of the House of Delegates

Immediate Past President

Secretary

Treasurer

District Members (18)

(Similar to our Circuit Governor concept)

Members-at-Large (13)

Young Lawyers (2)

Judicial Division (1)

Section Representative (6)

Minority Members-at-Large (2)

Women Members-at-Large (2)

Law Student Division Representative (1)

Every third year there is a Secretary-Elect and Treasurer-Elect, bringing the Board’s membership to 40.

Distinction Between the Various ABA Entity Designations

Forums

Forums may be created by the House of Delegates to carry out, in a specified field, a responsibility that is (1) principally to educate its members in that field, (2) within the purposes of the Association, and (3) not otherwise served within the Association. Each forum has a governing committee selected by the forum.

- Affordable Housing and Community Development Law Forum
- Air and Space Law Forum
- Communications Law Forum
- Construction Industry Forum
- Entertainment and Sports Industries Forum
- Franchising Forum

Sections

Sections are semiautonomous entities which Association members may join. Most represent a substantive area of law. All sections operate under bylaws that are approved by the House of Delegates or Board of Governors.

Section leadership consists of officers and council members elected by the members of the Section. The Chair of each Section appoints committees within that Section.

Divisions

Entities designated as Divisions are those which heavily depend upon ABA general revenue funding for support of operating expenses.

- Law Student Division
- Young Lawyers Division
- Judicial Division
- Senior Lawyers Division
- Government and Public Sector Lawyers Division
- General Practice Solo and Small Firms Division

Committees

Committees are comprised of Association members appointed by the President. These committees may either be *Standing Committees* or *Special Committees*. The differentiation depends on the duration of the committee's work. Standing Committees have continuing assignments and are created within the Association's Bylaws.

Commissions

A Commission is a special committee whose membership includes non-members of the Association. Some of the more recognized Commissions include the Commission on Women in the Profession and the Commission on Racial and Ethnic Diversity.

THE LAW STUDENT DIVISION

The purpose of the Law Student Division of the American Bar Association is to promote the interests of America's law students. In promoting law students' interests, National Officers, Delegates, Circuit Governors, SBA Presidents, ABA Representatives, and Liaisons must adhere to the goals and policies of the American Bar Association.

Liaisons are an integral part of the national leadership team. Liaisons often interact with ABA officials in settings where typical law students do not. In the context of ABA policy formulation, Section meetings, the Midyear Meeting, and Annual Meeting, the limited extent of some of these leaders' exposure to law student interests is through the national leadership team.

Law Student Division Structure

Law Student Division Assembly

The Law Student Division Assembly is the highest policy making body in the Law Student Division. The Assembly only convenes once a year at the Annual Meeting. Membership in the Assembly is comprised of two official voting delegates from each ABA-approved law school – the SBA President and the ABA Representative (or their official proxies). The voting members of the Assembly debate and vote on issues in the form of resolutions. These resolutions relate to law students, legal education and the legal profession. Additionally, the Assembly elects three Division Delegates to represent the nation's law students in the ABA House of Delegates.

SBA Presidents also meet separately from the Assembly in the "SBA Conference." The SBA Conference allows the nation's SBA Presidents to discuss specific goals and challenges of Student Bar Associations. Additionally, the SBA Conference elects the Vice Chair-SBA. The Vice Chair-SBA is one of the Division's four national officers.

Law Student Division Board of Governors

The Law Student Division Board of Governors consists of 23 voting members and several non-voting affiliate Governors. The Board convenes three times a year: at the Annual Meeting, in the Fall, and in the Spring. The members include:

National Officers (5)

- Chair
- Vice Chair
- Vice Chair-SBA
- Secretary-Treasurer
- Division Representative to the ABA Board of Governors

Division Delegates (3)

- Delegates to the ABA House of Delegates

National Officers-Elect (3) (Non-voting)

- Chair-Elect
- Vice Chair-Elect
- Secretary Treasurer-Elect

Circuit Governors (15)

Elected at Spring Circuit Meetings

Other members of the Board

- Student Editor
- *Student Lawyer Magazine*

Liaisons from ABA Entities (Non-voting)

- ABA Board of Governors
- Senior Lawyers Division
- Young Lawyers Division

Liaisons from Affiliate Organizations (Non-voting)

- National Asian Pacific American Law Students Association (NAPALSA)
- National Black Law Students Association (NBLSA)
- National Hispanic National Bar Association (HNBA)
- National Native American Law Student Association (NNALSA)
- National Lesbian, Gay, Bisexual and Transgender Association (NLGBTQA)
- Equal Justice Works

The National Officers' and Delegates' roles are as follows:

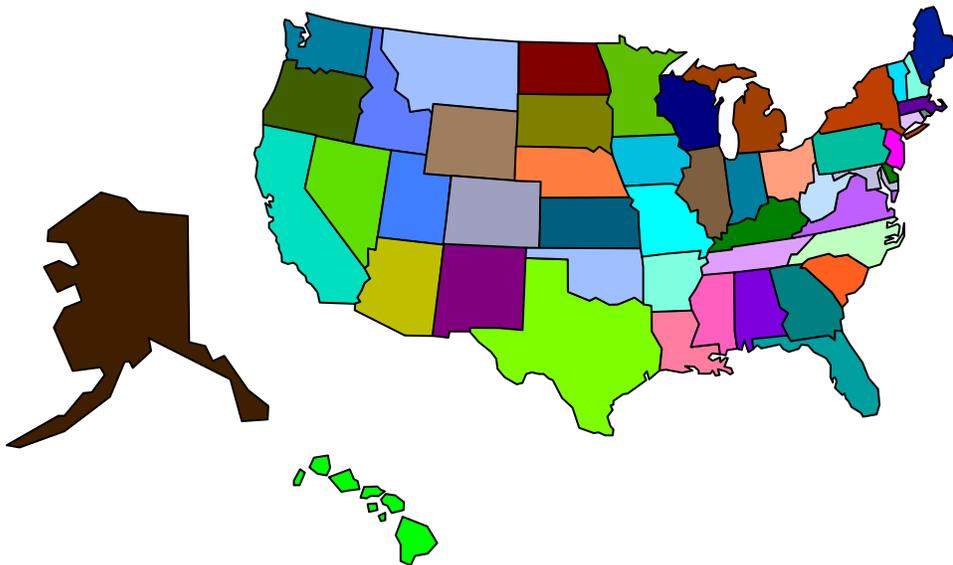
- The **Chair** represents the Law Student Division and speaks on its behalf.
- The **Vice Chair** maintains/develops Division membership programs, plans, and activities.
- The **Vice Chair-SBA** advocates for SBA interests as a voting member of the Law Student Division Board of Governors.
- The **Secretary-Treasurer** prepares, records and timely submits official minutes of the Assembly and Board of Governors meetings and is responsible for grant requests.
- The **Division Representative to the ABA Board of Governors** advocates the Division's positions to the ABA Board of Governors, and works for adoption of Division and other initiatives filed with the Board that directly affect law students.
- The **Division Delegates** attend and represent the Division as voting members in the ABA House of Delegates. Division Delegates also serve as Liaison Coordinators.

Elections:

The Chair, Vice Chair, Secretary-Treasurer, and Division Representative to the ABA Board of Governors are all elected during the Division's Spring Board of Governors Meeting. The Vice Chair-SBA and Division Delegates are elected at the Annual Meeting.

Circuit Structure and Map

First	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.
Second	New York.
Third	Delaware, Maryland, New Jersey, and Pennsylvania.
Fourth	North Carolina, South Carolina, Virginia (except George Mason University), and West Virginia.
Fifth	Alabama, Florida, Georgia, Mississippi, Puerto Rico, and Tennessee.
Sixth	Kentucky, Michigan, and Ohio.
Seventh	Illinois, Indiana, and Wisconsin.
Eighth	Iowa, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota.
Ninth	Southern California and Hawaii.
Tenth	Arkansas, Kansas, and Oklahoma.
Eleventh	District of Columbia and George Mason University.
Twelfth	Alaska, Idaho, Montana, Oregon, and Washington.
Thirteenth	Louisiana and Texas.
Fourteenth	Northern California and Nevada.
Fifteenth	Arizona, Colorado, New Mexico, Utah, and Wyoming.



Circuit Governors

Liaisons must work effectively with Circuit Governors to ensure law students are apprised of developments within each ABA entity. Each Circuit has a listserv (electronic discussion group) that includes all the Law Student Division members who attend an ABA-approved law school in that circuit and the SBA Presidents and ABA Presidents/Representatives at those schools. The Circuit Governor will also be aware of which law schools are active in the ABA and which are not. This information will assist the liaison in determining how much individual time he/she may have to devote to a particular school if the ABA entity has a Section Meeting planned in close proximity to a law school.

One great way to connect with a circuit is to contact the Circuit Governor and ask to put on a Liaison Program at either a Fall Leadership Summit or the Spring Circuit Meeting. The five Regional Fall Leadership Summits are held throughout the nation in October, each of which is attended by at least three regional circuits. The Spring Circuit Meeting is held in February. At that meeting, each Circuit meets separately and elects the new Circuit Governor.

Liaisons should contact Circuit Governors in advance and ask if the Circuit's Liaisons can speak to Circuit Members about the Liaison Program. Liaisons may apportion responsibilities for the presentation or may choose one Liaison to make the presentation. An ideal presentation would be a panel discussion format where each Liaison discusses (1) the Liaison selection process (2) what Liaisons do on behalf of the Law Student Division (3) disseminate Liaison funding charts, and (4) a question and answer period. Circuit agendas are typically full, thus, Liaisons should attempt to limit the panel discussion to 30 minutes to an hour depending on the time the Circuit Governor has available (**the key here is contacting your Governor early**).

SBA Presidents and ABA Representatives

The SBA Presidents and ABA Law Student Division Representatives are two other important positions in the Law Student Division. These individuals are leaders who serve as voting members in the Assembly and promote the ABA at their schools. All communication and publicity should be designed to reach each of these individuals so they can ensure law school students are aware of the opportunities the various ABA entities are making available to students. Be persistent and creative to ensure that maximum publicity is achieved. In most cases these individuals are the ones who can really help promote an idea to the general population of a particular law school.

The ABA Law Student Division Liaison Program

The Law Student Division established the Liaison Program to maximize our opportunity to create benefits for America's law students. The primary purpose of the Liaison Program is to ensure adequate communication exists between the Law Student Division, its students, and the substantive Sections, Divisions and Forums of the American Bar Association.

Liaisons should focus their efforts on: (1) publicizing entity activities that may be of interest to law students (2) assisting the ABA entity with planning programs and outreach initiatives that will attract law students to the entity, especially programs that highlight career resources and job opportunities in that area of the law, and (3) establishing a strong rapport with entity members.

Selection Process

Liaison applications must be **postmarked** no later than February 15, of each year. The Chicago office receives each application, verifies the student is a dues-paying member of the Law Student Division, and makes copies of the applicant's resume, personal statement, letters of recommendation, and liaison preference sheet.

The By-laws of the Law Student Division confers on the Chair of the Law Student Division the authority to "appoint" Liaisons to other ABA entities. Although the Chair has expressed authority to appoint Liaisons, many Chairs have chosen to assemble a "Liaison Selection Committee." The Selection Committee, if in existence, reviews all application packets and offers non-binding recommendations on which candidate is most appropriate for each of the various Liaison appointments.

Among the criteria considered when recommending Liaisons are (in no particular order): (1) applicant's involvement in the ABA Law Student Division (2) applicant's relevant experience in the area for which he/she seeks appointment (3) applicant's personal statement as to why he/she is well suited for the Liaison appointment (4) the Circuit Governor's interview evaluation form, and (5) whether the applicant is interested in the position under consideration.

The Chair of the Law Student Division transmits a list of appointments to the Law Student Division Staff Director and the Chicago office prepares appointment letters. The new Liaison is notified and assumes office after the Annual Meeting is concluded and remains in office until the conclusion of the

next Annual Meeting. The period in between the appointment and actual start of the liaison term is generally made available to help the new liaison become familiar all the responsibilities of serving as a liaison.

In summary, here is what the Liaison Program and each individual liaison is essentially charged with accomplishing:

Purpose of the Law Student Division Liaison Program

- Improve Law Student Division relationship and collaboration with other ABA entities
- Help ABA entities develop initiatives directly beneficial to law students
- Publicize entity activities that may interest law students
- Lobby ABA entity's Delegates and officers to support Law Student Division positions in the House of Delegates.

Liaison Duties and Responsibilities

- Serve as a Law Student Division ambassador to your assigned ABA entity.
- Develop/present creative ideas for the ABA entity that will directly benefit law students.
- Assist the ABA entity in planning professional development programs for law students at entity meetings, and **ensure maximum publicity** to ensure law students attend the entity meeting.
- Promote the liaison program at Fall Leadership Summits and Circuit Meetings.
- Publish liaison articles in *Student Lawyer* magazine (circulation 51,000).

Each liaison must strive to facilitate communication between his/her entity and the Law Student Division.

The three major areas of communication responsibility are as follows:

1. To the governing section, committee or other entity;
2. To the Law Student Division; and
3. To the Law Student Division circuits and local law schools.

ABA Entity

The liaison's specific duties depend on the requirements of the particular entity. Some sections require the liaison work on special projects, take minutes at meetings, develop a dedicated law student webpage on the entity's website or write a law student newsletter to student section members. You will gain a better sense of this once you establish communication with your entity and begin meeting the entity staff and leadership

However, there are certain responsibilities applicable to all liaisons. These include the following:

- Sending a personal letter of introduction to the Section and its leadership;
- Becoming familiar with the entity through both correspondence and attendance at the entity's meetings;
- Reviewing the entity website for information
- Making arrangements to attend all entity meetings regardless of entity funding;
- Contacting the predecessor liaison to determine exactly what the entity is currently doing;

- Preparing goals for the upcoming year;
- Informing Division members about the entity and its projects throughout the year at both the regional and national level and;
- Encouraging student membership in the entity.

In addition, there are responsibilities for **exiting liaisons** to the entity. These include the following:

- Sending a thank you letter to the entity for the past year of representation;
- Contacting the newly appointed liaison and providing the following information:
 - * A summary of the entity's activities the preceding year;
 - * A summary of projected activities for the upcoming year;
 - * Contact information for the entity; and
 - * All existing projects or responsibilities

Exiting liaisons are expected to transfer any files or pertinent information from the entity to their successor.

The Law Student Division

Liaisons report on issues of importance to law students that arise at Association entity meetings. In this sense, liaisons are the eyes and ears of the Law Student Division. Liaisons also act as the voice of the Division when they advocate the interests of the Division to their entities.

Liaisons must keep the Division's Board of Governors fully advised of their activities, primarily through the Division Delegates who serve as Liaison Coordinators. Each liaison is assigned to one of the three Division Delegates. This Delegate will serve as your Liaison Coordinator who will provide you with advice and assistance throughout the year. We recommend that all liaisons take advantage of this resource. You should never feel like you don't have someone to turn to regarding any questions or issues that arise. This requires maintaining open and effective lines of communication with your assigned Liaison Coordinator as well as the other leadership of the Law Student Division through all available channels, including listserves, teleconferences, meetings, etc.

Copies of correspondence involving matters of importance within the entity should be forwarded to the Division Delegates, Chair, and Staff Director.

Liaisons are also required to write periodic reports on all their activities. They must submit at least three progress reports to the Chair, Division Delegates, and Staff Director. These reports are due as follows:

- **Annual Meeting/Fall Report:** Due after the Annual Meeting, but no later than October 15.
- **Midyear Report:** Due after the Midyear Meeting, but no later than March 15.
- **End of the Year Report:** Due no later than May 31.

The first report should demonstrate that the liaison has established the proper contact with his/her entity and understands the nature of the position. Also, the report should list all membership benefits the entity currently has in place for law students. **Before implementing any new law student programs or benefits (such as competitions) please be sure to contact the Division.**

The second report should describe all activities subsequent to your initial contact with your entity highlighting any new law student benefits or resolutions sponsored or co-sponsored by your entity. Your final report should summarize your tenure as a member of the entity. Reports should also provide future liaisons an overall picture of what to expect from their position.

Since each report serves a different purpose, the liaison should bear this in mind when writing them. Also bear in mind that your report serves as an essential piece of communication for the Division's leadership. As a result the more thorough you are, the better off the report is.

By submitting the report, it is automatically sent to the Division Delegates, and is then posted online at the Liaison Homepage. This is a great resource for you to see what other programs and policies other ABA entities are pursuing. Please write your report in a separate document before submitting it online. In the event of a submission error, you can then easily submit the report by email.

Failure to submit these reports in a timely manner without other communication to Division leadership may result in removal from your position. If circumstances should arise where you cannot submit your report by the deadline, please simply contact your Liaison Coordinator. In the event that your assigned ABA entity has not yet held a meeting before a report is due, please still fill out the report to the best of your ability. You can update the Division Delegates by email after the meeting with any further developments.

If the Division Delegates do not receive a report or any other notification from a liaison, they will contact the liaison by email requesting a response by a prescribed period of time. If the liaison remains unresponsive, this may be cause for the liaison's removal and replacement. Because the liaison is often the Division's only representative to your assigned entity, we want to ensure that the lines of communication are always open. Also, please be sure contact your Liaison Coordinator if you have difficulties contacting your entity or are no longer able to fulfill your duties as a liaison. Your Liaison Coordinator is there to provide you with support and assistance to help you have a positive experience representing the Division.

The Division Delegates will also keep the liaisons updated on the Law Student Division's activities through monthly liaison updates so that you may accurately report back to your ABA entity. Delegates will also take information from the liaison reports to highlight liaisons' work throughout the ABA. This information will also be available to the Law Student Division's Board of Governors so that they will be better informed of the work you are doing on their behalf. In between reports, Delegates will likely be asking you for information regarding resolutions or other ABA matters to see where your section stands on a particular issue.

Liaison report forms are provided to each liaison at the beginning of his or her term or are available electronically. These report forms are designed to assist the liaison in reporting relevant information to the Division. Relevant topics for reports are as follows:

ABA Entity & Liaison Program Feedback:

- How many members are in your entity (both student and attorney totals)?
- What type of regular and special activities does your entity sponsor?
- What meetings have you attended? Detail the meeting information including the date, location, purpose and student attendance at the meeting. Other relevant meeting information may include:
 - Community Involvement
 - Publications
 - Speakers/Panels
 - Special Presentations

- What did the governing body discuss recently?
 - What are your personal feelings on these issues?
 - Is it difficult for you to participate?
- How do you see your role as a liaison now that you have met with your entity?
 - Is it different than you originally expected? Better? Worse? Explain.
 - What are your responsibilities within the entity?
- What have you set as your liaison goals and what kind of progress have you made towards achieving them?
- If your position is not funded, what channels have you gone through to obtain financing? Would these sources be open to helping fund future liaisons to your entity?
- Do you have any questions or comments you may have regarding the Law Student Division or the Liaison Program? Thoughts to consider:
 - Evaluating the communication between you and the Division.
 - Noting how you have participated within your Circuit and the Division.
 - Explaining any future liaison plans that will require Division assistance.
- Do you have any constructive suggestions for improving the Liaison Program?

Policy/Resolutions

- Does the entity advocate specific policies? (Political or otherwise).
- What is your entity's jurisdiction? *(Very Important)*
- Is your entity involved in any policy matters that the Law Student Division may want to become involved with through resolutions, scholarships, writing contests, etc.?
- Is there any pertinent resolution information forthcoming, including:
 - Are any new resolutions being considered by your entity?
 - What is your entity's view on pertinent Law Student Division resolutions?
 - Is your entity currently promoting any resolutions?

Membership/Law Student Benefits:

- Does the entity sponsor any ongoing programs for law students, such as essay contests, scholarships, etc.
- Do you have any ideas as to how your entity and the Law Student Division can effectively work together? (Ask the entity chair if he or she has any ideas on this issue as well.)

- Ideas for increasing student membership in your entity.
- Does your entity encourage student participation?

The Circuit

Liaisons are also charged with the duty of being visible within their own circuit and to some extent the other remaining circuits. Regarding local circuit participation, the liaison should:

- Attend the circuit's Fall Leadership Summit and Spring Circuit Meeting;
- Contact the circuit governor to arrange a report at each meeting; and
- Secure funding for circuit meeting attendance. Law school deans and SBAs often support law student involvement in the ABA by covering the costs of circuit meetings for liaisons. A local bar association or employer may also be willing to help defray your costs.

Available Resources

Financial Support

Many entities will reimburse liaisons for traveling expenses. Liaisons can obtain relevant funding information from the entity or entity staff. Some entities in the ABA may authorize reimbursement for travel to the Annual Meeting. If you are called upon to arrive before or to stay later than the days scheduled for Association activities, you will be reimbursed by the entity only if the entity is willing. ***The Law Student Division cannot reimburse liaisons for travel to the Annual Meeting.***

Due to funding constraints, the Division is unable to reimburse liaison travel to **any** meetings, including those of the Division. All funding for meetings must come from either the entity or another outside source. Liaisons are encouraged to contact their SBA, law school Dean, and Local Bar Association for funding assistance.

Administrative Support

Liaisons should keep in mind that staff liaisons are professional employees of the ABA. It is important to the Division that the liaisons maintain a good working relationship with the staff immediately upon appointment. Liaisons should keep in mind that the staff members provide support for the entire entity. Therefore, allow adequate time for any assistance you may require.

Publications

The American Bar Association Directory (“Redbook”)

The Redbook is published annually and is available online. It contains the names and contact information for ABA leadership including officers, members of the Board of Governors, members of the House of Delegates, members of standing and special committees, section chairs, and officers, council members and section committee chairs.

The American Bar Association Policy and Procedures Manual (“Greenbook”)

The Greenbook, which is also available online, contains the policies and procedures of the Association. In addition, Chapter 2 contains descriptions of the current sections, divisions, and forums.

Guidelines for Liaisons

The following are general guidelines for liaison activities with the entities. If you wish to go beyond these suggestions (and we encourage you to do so!), simply contact the Division Chair and/or the Liaison Coordinator to discuss your thoughts and ideas. Remember that we are here to help motivate and encourage you to get the most out of your liaison term. The extent of your activity within your entity is limited only by your imagination.

Be a Positive Representative of the Law Student Division to the Entity:

Remember, the responsibility of a liaison is two-fold. First, the liaison must represent the policies as defined by the Law Student Board of Governors. In other words, promote ideas that the Division wants to accomplish within the entity or throughout the ABA. Liaisons will be asked to gain support from their entities for Law Student Division resolutions and recommendations. In addition, the Division Delegates will periodically inform you as to what the aforementioned Division policy positions are so that you can bring them to the attention of the members of your entity.

Second, the liaison represents law students to the entity. Liaisons are expected to represent the opinion of law students on the various programs/projects of the entity. The more effectively you contribute to your entity, the better you represent the law student position.

Inform the Law Student Division of Entity Activities:

A liaison's second responsibility is to report, through the Liaison Coordinator to the Division Board of Governors, any planned or current programs within an entity that are of interest to the Division. This should occur especially if the program directly touches law students' interests or is a subject about which law students are interested in general.

Student Lawyer magazine is also well suited for this type of communication, particularly the "Division Dialogue" section. In fact, each month the magazine features a "Liaison Notes" column to provide liaisons the opportunity to educate Division members about their respective entities. However, the "Liaison Notes" column is not the exclusive column for relevant information. Liaisons who would like to have information published in *Student Lawyer* should contact the *Student Lawyer* Student Editor for more information. In general, *Student Lawyer* has a three-month lead-time, meaning that information to be

included in the "Division Dialogue" section of the November issue should be submitted to the editor by August 1st. For exact deadlines, contact the *Student Lawyer* Student Editor.

In addition, liaisons must bring any resolutions an entity plans to submit to the ABA House of Delegates to the attention of the Division Delegates. The Division Delegates will report about the resolutions to the Division Board of Governors.

Coordinate Activities between the Law Student Division and the Entity:

Liaisons are responsible for continuing programs that have already begun and to coordinate those implemented during the year. Copies of past liaison reports of your entity should be in the files passed on to you by your predecessor. If they are not, contact the Division staff and request copies of previous reports for the entity.

A key element in the responsibility of the liaison is to maximize opportunities for law student participation in the entity. Don't lose sight of this responsibility to promote your entity and expose other law students to the benefits of your entity. One possibility is to promote writing competitions and/or scholarships, career programs at law schools and special law student pricing for events/programs sponsored by the entity. Another option is to draft a form letter welcoming each new student member to the entity and offer substantive involvement in the entity's committees, if they are open to students (see administrative support section for information regarding liaison mailings). If students are presently not allowed committee appointments, then work with the entity's leadership and the Liaison Coordinator to increase opportunities for student involvement beyond basic "mailbox" membership.

Organize Law Student Membership Participation in the Entity:

Increased membership in the Division, the Association, and its entities is one of the more important goals of the ABA, and for that reason a significant portion of the Association's resources is devoted to obtaining and keeping members. A variety of means may be used to solicit new entity members including special invitations from entity leaders, advertisements and direct mail. Liaisons interested in membership activities should consult with the Division Vice Chair.

Liaisons are encouraged to work with their entity for ideas to promote student membership in entities. Examples of successful programs include:

1. Communications through Law Student Division Representatives;
2. Speaker programs (circuit or local level);
3. Membership drives;
4. Mailings with relevant entity information;
5. Poster or bulletin boards at individual schools;
6. Entity sponsored programs such as writing contests and/or scholarships;
7. Contacting school organizations focused on the entity's area of practice (i.e. Environmental Law Society); or
8. Co-sponsoring existing projects with related organizations.
9. Developing a website devoted to law students that provides a variety of information about your entity and gives some great career advice to students interested in a particular area of the law

Communication

To promote the activities of your assigned entity, liaisons are welcomed and encouraged to use the Law Student Division e-Newsletter as a medium for reaching out to Division members about law student opportunities offered by your assigned entity. This newsletter is published between the 10th and the 15th of each month and includes activities and events taking place over the following three months. For example, if your entity is sponsoring an event on September 1, you should begin submitting promotional blurbs for inclusion in the Division's June, July and August e-Newsletters. Contributions for the e-Newsletter should be received by the Division staff no later than the 5th of each month at abalsd@staff.abanet.org.

Law School Organizations and Entities:

There are many law school organizations that have objectives similar to those of the entities. For example, Criminal Law, International Law and Environmental Law Societies located at most law schools could easily be matched up with entities having similar interest. Perhaps a special membership offer could be made to such organizations, or even more important, perhaps the entities and law school organizations could cooperate on areas of mutual concern. Many such law school organizations would be willing to invest time and energy on entity programs when the work of the entity is properly explained to them. Such "match-up" programs afford great potential for increasing law student participation at the local level. In this regard, you must be the initiator by contacting your entity or committee and the law school organizations.

Programming Ideas that Benefit Law Students

Ask Sections to sponsor “Pathways to Employment in” programs at the various Circuit Meetings.

Some Sections will send two or three lawyers or judges for panel discussions and the like. Contact your Circuit Governor early and find out if the Governor is planning career programming for the Circuit Meeting. Most Sections are more likely to do this at the Fall Meeting when several Circuits hold joint meetings called “Fall Leadership Summits.” Make sure this is organized in advance and is publicized at the law schools. **Create a paragraph synopsis of the workshop and email it to SBA Presidents, ABA Chapter Presidents, and ABA Law Student Division Representatives in these Circuits and ask them to give it to their law school newspapers.**

Ask Sections to sponsor “Pathways to Employment in” programs at their independent Section Meetings.

Most ABA entities meet at the Annual Meeting in August. A significant number of entities also meet at the Midyear Meeting in February. However, many of these entities also have stand-alone Section meetings sometime in the Fall or Spring. **Determine NOW when/where your ABA entity will have its meetings.** If the meeting is in a city where a law school exists or in an area where students are likely to travel (an hour away), you should help plan some type of programming idea that will allow students to travel for a Saturday workshop. And...publicize it nationally but especially at the law schools nearby!

Suggest Sections sponsor law student “Essay Writing Contests” with cash awards and all expense paid trips to award site.

Several Sections sponsor essay writing contests. The Section selects lawyers and judges from its substantive area of the law to read the responses. The winners often win cash awards and some also win all-expense paid trips to the meeting site to receive the award. Unfortunately, few students take advantage of the opportunity—most students do not know these contests exist. Check the Division website for the most current listing of writing competitions www.abanet.org/lcd/resources/.

Effective Publicity Techniques to Reach Law Students

The Liaison program cannot succeed if we are unable to communicate our knowledge to the law students we serve. You will be in a position to know about important activities that might interest your law school colleagues. How are you going to tell them about it? You will also be in a position to suggest ideas to help involve law students. The best ideas will mean nothing if law students aren't informed with sufficient time to allocate the time and resources to attend. **We will be depending on you to keep law students informed and to inform them early!**

- 1) When you determine there is information that should be disseminated to all law students, send a brief email to the Circuit Governors asking them to forward the relevant flier or other forms of publicity to their circuit members to ensure the widest dissemination possible at their law schools.
- 2) When you need to publicize Section programming, seminars, or workshops that have been planned for a particular Circuit or in a case where your Section Meeting is in a specific geographic area:
 - Publicize the event on the national listserve so students may come if feasible **AND ALSO**
 - Target geographic regions and specific schools when appropriate.
 - Email one-page fliers to specific law school organizations, career service offices, etc. Go to law school websites to find additional local contacts who may be interested in your program

For national meetings and other opportunities available to law students from your entity, liaisons are welcomed and encouraged to use the Law Student Division e-Newsletter as a medium for reaching out to Division members about law student opportunities offered by your assigned entity. This newsletter is published between the 10th and the 15th of each month and includes activities and events taking place over the following three months. For example, if your entity is sponsoring an event on September 1, you should begin submitting promotional blurbs for inclusion in the Division's June, July and August e-Newsletters. Contributions for the e-Newsletter should be received by the Division staff no later than the 5th of each month at abalsd@staff.abanet.org. Please note that the e-Newsletter is not intended for use as a medium to sell section memberships, books or periodicals. Contributions accepted for this publication should involve networking opportunities, competitions and other activities that will allow law students to reach their career development goals and cultivate their network.

Student Lawyer Magazine

Liaison Notebook

One of the duties of ABA Law Student Division liaisons is to promote interest in their entities by preparing short articles for *Student Lawyer* magazine's Liaison Notebook section. This is perhaps one of the best ways to promote the interests of your section (not to mention getting your article published in a national magazine). These articles run 250-400 words. Be sure to include information on the entity, how students can get involved, how much membership costs, etc. The aim is to encourage student interest in your entity by describing what it offers.

You can look at previous published notes in past issues (Division Dialogue) to get a sense of how they read. (Archives of past Liaison Notes are available online at the Law Student Division Student Lawyer website - www.abanet.org/lzd/studentlawyer/ - look under "*Division Dialogue*.") Or, see some samples reprinted on the following pages.

The deadline for article submissions is the first of the month three months prior to publication. That means, for instance, that an article submitted September 1 will run no earlier than December's issue. *Student Lawyer* is published September through May.

Please e-mail your 250- 400-word article as a Word or WordPerfect document e-mail attachment to abastulawyer@staff.abanet.org. Feel free to contact staff editor Whitney Ward (Wardw@staff.abanet.org) or the current student editor.

SAMPLE LIAISON NOTEBOOK ARTICLE

Get Involved: Affordable Housing & Community Development Law Forum

You don't have to open a newspaper to know that our country is in the midst of an affordable housing and community development crisis. Just walk down the street and notice the neighborhood shop that has shut its doors or the home with the foreclosure sign on the lawn. Now, more than ever, affordable housing and community development lawyers are needed to help our country maintain strong, vibrant communities.

The ABA Forum on Affordable Housing & Community Development Law serves as a central meeting place for more than 3,000 practitioners across the country. As full members of the Forum, law student members can participate in the HOMEFORUM e-mail discussion group, where industry leaders come together to exchange information and ideas. Law student members also receive reduced rates at Forum events, such as the upcoming conference, Opportunities During Challenging Times.

In addition, the Forum provides many resources especially for its law student members. The Young Lawyer/Law Student e-mail discussion group announces professional development, educational, and networking opportunities, and doubles as an ideal place for discussion among people who are new to the field. Through the Law School Initiative, students can invite a panel of experts to speak at their school.

Want to earn some cash and beef up your résumé? The annual writing competition invites papers on any affordable housing and community development related topic and awards the winner \$1,000 in cash and an all-expenses-paid trip to the Forum's annual conference in Washington, D.C.

Two brand-new law student resources are set to launch this spring. Keep an eye out for the "Ask the Experts" program, which will allow students to submit anonymous questions to the featured "Experts of the Month." The experts will share their answers over the Young Lawyer/Law Student e-mail discussion group, and the responses will be archived so that students can access previous discussions at any time. The new law student web page will serve as a go-to resource for students, containing information about the Ask the Experts program, writing competition, e-mail discussion group sign-up, job opportunities, upcoming events, and more. Visit the Forum website at www.abanet.org/forums/affordable.

There has never been a more important time to be involved in affordable housing and community development law. To take advantage of your free student membership, please contact me at jaffeh@lawschool.edu.

Hilary Jaffe, a second-year student at Boston College Law School, is the Law Student Division liaison to the Forum on Affordable Housing & Community Development Law.

SAMPLE LIAISON NOTEBOOK ARTICLE

Law Practice Management Section Prepares Students for Business of Law

The Law Practice Management Section (LPM) provides practical education and assistance to law students and lawyers in the core areas of the business of practicing law, including marketing, management, technology, and finance. The section has resources to fill the void most law students have when it comes to the business side of legal practice.

While attending the 2009 Midyear Meeting in Boston, I witnessed an enlightening exchange between the front desk clerk at my hotel and a hotel guest. The exact details aren't clear, but the guest was becoming increasingly agitated at the clerk's refusal to accommodate her request. The guest was stunned when the clerk, with hands on hips, asked, "Who do you think you are?" Without missing a beat, the guest replied, "I am profit. You, sir, are overhead!"

Law students looking ahead to summer internships or graduation and that first job would be wise to understand that guest's insight. Law firms are under increasing pressure to control costs and maximize revenues. Interns and associates who understand the business of their firm and look for ways to generate more value than they cost stand a far better chance of avoiding the pink slip.

Law schools focus on teaching research, analysis, and ethics, but few teach effective ways to market and sell legal services, how to bill and collect, or strategic planning and goal setting. LPM can help students prepare for the business of practicing law. You may be able to write like Learned Hand or make an argument Benjamin Cardozo would admire, but if you're in private practice and can't do it profitably, you won't last long.

At the Midyear Meeting, the Section's focus was on expanding the resources and tools available to help firms weather the economic storm. The astute law student can gain an edge in the job market by using those resources. LPM Publishing offers monthly publications in print and online as well as a variety of well-respected books, by lawyers for lawyers, on starting and running a successful law firm. LPM's ABA TECHSHOW Roadshow brings the best of technology tools and training to cities across the country from Boston to Biloxi, New Orleans to Chicago. And the Section is leading the way in e-lawyering by developing standards that define the future of the legal profession, whether you're e-mailing hometown clients or operating a virtual practice and never seeing a client face-to-face.

Law students with an ABA membership can join the Section for free. The resources are available on the website at www.abanet.org/lpm, many at no charge. Some programs, like the e-lawyering student outreach program held at Suffolk University Law School during the Midyear Meeting, are designed specifically for law students. There's another one planned for a New Orleans-area law school during the Spring Meeting in May.

If you want to stand out from the crowd at your next interview or in your firm, join the Section and learn the business of the practice of law. Then let your partner see that you are profit—not just overhead.

Bill Gschwind, a third-year student at William Mitchell College of Law, is the Law Student Division liaison to the Law Practice Management Section.

Appendix I

American Bar Association
Law Student Division

LIAISON RESOLUTION NOTIFICATION FORM

COMMITTEE OR OTHER ENTITY:

LIAISON NAME:

DATE OF ACTION:

SUBJECT OF PROPOSAL:

FINALITY OF ACTION:

- Approved by section or council.
- To be sent to the ABA House of Delegate.
- To be put before the general section membership.
- To be discussed further at next entity council meeting.
- To be sent to other interested sections.
- Support for another section's proposal.
- Defeat of another section's proposal

ACTION RECOMMENDED BY ENTITY (OR SUBSTANCE OF DEFEATED PROPOSAL):

ARGUMENTS FOR PROPOSAL:

ARGUMENTS AGAINST PROPOSAL:

ACTION RECOMMENDED BY LIAISON:

Please use this form to keep the Law Student Division apprised of any resolutions being considered by your entity. Email a copy of this form for each proposal considered by your entity to the Law Student Division Chair, Delegates, and Staff Director.

Appendix II

SAMPLE LETTERS

Letter of Introduction to Entity Chair

****This letter should be sent out prior to starting your term**

Also note the individuals that should be CC's on all official communications such as this one.

[Your name and address]

DATE

ENTITY CHAIR'S NAME
ADDRESS

Dear _____:

My name is _____, a ____ year law student at ____ (school) _____. I have recently been appointed as the ABA Law Student Division Liaison to the _____ (name or section or committee) _____. I would like to take a moment to introduce myself to you and express how excited I am to be serving as a liaison during the coming year.

I applied for this position because _____ (list here your reasons for applying and your credentials)
.

During my term I would like to accomplish _____.

Thank you for this opportunity and I look forward to working with you and the other members of the [section council or committee] during the coming year.

Sincerely,

[Your name]

cc: Chair-Elect
Entity Director
Division Delegates
Law Student Division Chair
Law Student Division Director

FOLLOW UP THIS LETTER WITH A TELEPHONE CALL TO THE ENTITY CHAIR.

Letter of Introduction to Circuit Governor
**** This letter should be sent out prior to beginning your term**

YOUR NAME AND ADDRESS

DATE

CIRCUIT GOVERNOR NAME
ADDRESS

Dear _____:

My name is _____, a ____ year law student at _____ (school) _____. I have recently been appointed as ABA Law Student Division Liaison to the _____ (name or section or committee) _____.

During my term, which begins at the conclusion of this year's Annual Meeting I would like to accomplish (list here your goals for your entity, law school and circuit).

Please place my name in your Circuit Directory. In addition, I would appreciate it if you would notify me of the dates and locations of your circuit meetings.

I look forward to working with you this year. If I can assist you in any way -- particularly with promoting the liaison program in the circuit -- please let me know.

Sincerely,

[Your name]

cc: Chair-Elect
Entity Director
Division Delegates
Law Student Division Chair
Law Student Division Director

FOLLOW UP THIS LETTER WITH A TELEPHONE CALL TO THE CIRCUIT GOVERNOR.

Email/Letter of Introduction to Entity Director
**** This letter should be sent out prior to beginning your term**

YOUR NAME AND ADDRESS

DATE

ENTITY DIRECTOR NAME
ADDRESS

Dear _____:

My name is _____, a ____ year law student at _____ (school) _____. I have recently been appointed as aba Law Student Division Liaison to the _____ (name or section or committee). I would like to take a moment to introduce myself to you and express how excited I am to be serving as a liaison over the coming year.

I applied for this position because (list your reasons for applying and your credentials).

During my term I would like to accomplish
_____.

I will contact you shortly regarding my duties, dates of meetings and available funding. I look forward to working with you during the coming year.

Sincerely,

[Your name]

cc: Chair-Elect
Division Delegates
Law Student Division Chair
Law Student Division Director

FOLLOW UP THIS LETTER WITH A TELEPHONE CALL TO THE ENTITY DIRECTOR.

Letter to Predecessor

**** This letter should be sent out prior to beginning your term**

YOUR NAME AND ADDRESS

DATE

PREDECESSOR'S NAME
ADDRESS

Dear _____:

My name is _____. I have recently been appointed as the ABA Law Student Division Liaison to the _____ (name of section or committee).

I am looking forward to the experience of serving as a liaison and I am hoping you can share some insight with me about your experience this past year. I would also welcome any advice or insights you could share with me regarding my duties as liaison and for working with the section/committee. Also, I would appreciate it if you could please send me your section/committee files at the above address at the end of your term. If you would rather discuss this via telephone, please call me at .

Thank you very much for your assistance, and I am looking forward to working with (and hopefully expanding on) the programs you implemented during your term.

Sincerely,

[Your name]

cc: Chair-Elect
Entity Director
Division Delegates
Law Student Division Chair
Law Student Division Director

IF NEEDED, FOLLOWS UP WITH A TELEPHONE CALL.

Funding Letter to Dean

**** This letter should be sent out prior to beginning your term**

YOUR NAME AND ADDRESS

DATE

DEAN'S NAME

ADDRESS

Dear _____:

I have recently been appointed as ABA Law Student Division Liaison to the (name of section or committee). In this capacity, I represent the nation's law students to the section/ council/committee. I am also responsible for implementing student programs and promoting student membership in the {Section}. In addition, I serve to promote the interests of the Law Student Division to the section/council/committee.

As Law Student Division Liaison, I am also representing (name of school). My name and our school will be listed on the section/committee letterhead and promoted throughout the year at various meetings and events. I am excited about the opportunity to bring such positive recognition to our law school.

In this position, I am required to attend (number) meetings this year [include your circuit's meetings as well as a list of the meeting sites, if determined.] [Explain the funding process for your entity. Please bear in mind that the Division provides no funding to the Annual Meeting. EXAMPLE: "Although the section provides some funding for these meetings, funds are limited. My section will reimburse my airfare and \$75 per day meals and lodging. Since this amount only covers my sleeping room, could you provide funding for my meals?"]

If you have any questions or if I can provide you with any additional information, please do not hesitate to contact me at [your information here]. Otherwise, thank you very much for your time and assistance, and I look forward to hearing from you at your earliest convenience.

Sincerely,

[Your name]

cc: Chair-Elect
Entity Director
Division Delegates
Law Student Division Chair
Law Student Division Director

THIS LETTER MAY BE ADAPTED FOR YOUR SBA, LOCAL BAR ASSOCIATION, ETC.

Appendix III

ABA Law Student Division - Chicago Office Staff

321 North Clark Street
Chicago, IL 60654
Phone: (312) 988-5622
Fax: (312) 988-6033
www.abanet.org/lsd
abalsd@staff.abanet.org

Patricia A. Brennan
Director
(312) 988-5623
pbrennan3@staff.abanet.org

Peggy Pissarreck
Associate Director
(312) 988-5621
pissarrm@staff.abanet.org

Carol Simmons
Marketing/Technology Manager
(312) 988-5125
simmonscl@staff.abanet.org

Kate Johnson
(312) 988-5622
johnsonk@staff.abanet.org

Law Student Division Leadership Directory:

www.abanet.org/lsd/leadership/

ABA Publishing

Whitney Ward
Student Lawyer Editor
(312) 988-6048
Studentlawyer@staff.abanet.org

ABA Service Center

(membership questions; address changes; obtain forms, pamphlets, or membership applications; order publications)

321 North Clark Street
Chicago, IL 60654

(312) 988-5522 or 800/285-2221

(8:30 a.m. - 5:00 p.m. CST)

Online Member Record Changes:
service@staff.abanet.org