# 2020-2021 ABA Young Lawyers Division Position Descriptions & Expectations

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SENIOR LEVEL POSITIONS: DIRECTORS

Administrative Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet, and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:
- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Assist in running the Council Meeting at the Chair’s discretion
- Manage the Council reporting process and Council meeting agenda
- Provide the ABA YLD Council with quarterly reports
- Monitor progress of Cabinet activities
- Assist in overseeing special projects and initiatives at the Chair’s discretion
- Serve as an ad hoc member and reporter of the Division’s Long-Range Planning Board
- Fulfill other duties as assigned by the Chair
- Train your successor

Position requirements: Multiple years of Division involvement is required.

Time commitment: 20 to 40 hours monthly.

Affiliates Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly. It handles many aspects of the Division’s relationship with and outreach to state, local, and specialty young lawyer organizations.

Expectations:
- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Lead the Affiliate Assistance Team
- Oversee the Awards and Subgrants Team
- Plan and execute Affiliate-based programming at the Division’s Fall and Spring conferences in coordination with the National Conferences Director
- Train and Oversee the 33 District Representatives
- Monitor the active list of affiliated organizations and promote affiliation of any qualifying state, local, or specialty young lawyer organization
- Ensure accurate contact information for affiliates and affiliate officers, in coordination with District Representatives
- Update the YLD’s affiliate project database
- Promote affiliate accomplishment and projects through the YLD website and social media platforms
- Coordinate projects and common policy goals between the YLD and affiliates
- Promote and manage the Regional Summit subgrant program and other affiliates outreach activities
- Provide the ABA YLD Council with quarterly reports
- Train your successor

Position requirements: Multiple years of Division involvement is required. Leadership of a state, local, or specialty
young lawyer organization is preferred.

**Time commitment:** 20 to 40 hours monthly.

### Civic Engagement Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

**Expectations:**

- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Assist in the development and maintaining of an online platform with resources for young lawyers who want to get more civically engaged.
- Develop virtual and in-person programming to encourage young lawyers to run for office, serve on boards and commissions, and become better advocates in their communities.
- Work with YLD leadership and staff to explore partnerships with ABA and external partners to support YLD initiatives.
- Work with ABA’s Government Affairs Office to develop program to get young lawyers more engaged in ABA advocacy efforts.
- Provide the ABA YLD Council with quarterly reports
- Train your successor

**Position requirements:** Multiple years of Division involvement is required. Public or Board service outside of the ABA is preferred.

**Time commitment:** 20 to 40 hours monthly.

### Disaster Legal Services Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly. The Disaster Legal Services program is a Federal disaster legal assistance program operated by the ABA YLD pursuant to a memorandum of understanding with Federal Emergency Management Agency (FEMA), a Division of the Department of Homeland Security.

**Expectations:**

- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Oversee the Division’s contractual obligations with FEMA
- Train and mobilize the District and National Representatives on DLS matters
- Work with local and state bar associations to facilitate FEMA’s legal service response to a disaster
- Help states create and update their disaster plans and coordinate such efforts with related groups
- Coordinate with related senior bar initiatives, including the work of the ABA Special Committee on Disaster Response and Preparedness
- Mentor the DLS Vice-Directors so one may seamlessly assume the role of DLS Director in the future
- Make presentations to outside organizations
- Develop and implement DLS programming for YLD teleconferences, affiliate outreach, bar leadership programs, and YLD conferences, in coordination with the National Conferences Director, the Affiliate Outreach Director, & the Bar Leadership Director
• Provide the Public Service Director with quarterly reports
• Train your successor

**Position requirements:** Past experience coordinating or participating in disaster assistance (e.g., former District Representative with disaster experience, experience with federal disaster assistance programs, etc.) is required.

**Time Commitment:** Depending upon the number and severity of disasters declared during the year, this position may require a significant time commitment.

### Diversity & Inclusion Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly. This position also oversees all YLD diversity initiatives.

**Expectations:**

- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Ensure compliance and coordination with the Division’s Diversity Plan
- Educate leadership about ABA Goal III
- Encourage diverse Division programming by promoting diverse speakers for YLD programs and ensuring YLD national affiliates and other diversity organizations coordinate efforts where possible
- Lead the Diversity Team
  - Supervise the diversity-related Committees, Liaisons, and special projects, including the *Men of Color* and *No Limits* Initiatives
  - Work closely with National Affiliate representatives
- Oversee the YLD Scholarship program and its alumni group
  - With the Chair, administer the application process and select ABA YLD Scholars
  - Recommend assignments of ABA YLD Scholars to the Division’s boards and teams
  - Communicate to ABA YLD Scholars and alumni information about current Division programming and initiatives to encourage Scholar and Scholar Alumni participation
- Oversee the ABA YLD’s Embracing Diversity Challenge
- Provide the ABA YLD Council with quarterly reports
- Train your successor

**Position requirements:** Prior leadership or service on the Diversity Team is preferred.

**Time commitment:** 20 to 30 hours monthly.

### Law Student Debt and Financial Wellness Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

**Expectations:**

- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Assist in developing YLD student debt and financial wellness projects focused on educating young lawyers on the basics of financial literacy; and how lawyers can improve their personal finances
- Work to address student debt concerns through novel member resources (including sponsored partnerships) and committed policy engagement
• Work with the American Bar Endowment to develop programming and educational resources for young lawyers regarding financial literacy, planning, and wellness
• Ensure that the YLD Assembly is proposing resolutions on issues pertaining to law student debt issues
• Assisting in crafting communications (i.e. op-eds, columns, etc.) on financial literacy, planning, and wellness
• Provide the ABA YLD Council with quarterly reports
• Train your successor

Position requirements: Multiple years of Division involvement is expected. Experience in the personal finance space and an advanced understanding of student debt is required.

Time commitment: 20 to 40 hours monthly.

Law Student Outreach Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:
• Report to the Membership Director
• Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
• Lead the Law Student Outreach Team
• Oversee all aspects of programming and services aimed at assisting and providing value to the Division’s law student members
  o Lead the development of programming for law student members at national conferences
  o Lead the development of non-conference programming for law student members
• Work closely with the Law Student Division Chair
• Develop specific law student outreach activities at national conferences
• As needed, assist the Law Student Division with law school campus outreach.
• Provide the ABA YLD Council with quarterly reports
• Train your successor

Position requirements: Prior experience in the ABA YLD and the ABA Law Student Division is preferred. Professional experience working in law schools also preferred.

Time commitment: 15 to 30 hours monthly.

Legal Innovation Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:
• Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
• Assist in developing YLD legal innovation initiatives focused on educating young lawyers on how legal services are delivered; how lawyers perform legal services; how the legal profession is regulated; and how lawyers will be educated in the future
• Lead national social media campaign on legal innovation
• Work with the ABA’s Center for Legal Innovation and Law Practice Division to develop programming and
educational resources for young lawyers

- Propose for consideration by the YLD Assembly resolutions on issues pertaining to legal innovation and the future of the profession
- Assisting in crafting communications on legal innovation
- Generate novel and creative programs related to legal innovation and the future of the profession
- Monitor and report to YLD members the latest news and developments in the legal innovation sphere
- Provide the ABA YLD Council with quarterly reports
- Train your successor

**Position requirements:** Multiple years of Division involvement is expected. Experience in the legal innovation space is required.

**Time commitment:** 20 to 40 hours monthly.

**Marketing & Communications Director (1 Year Term)**

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

**Expectations:**

- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Implement & ensure compliance with the YLD Social Media plan and ABA social media policies
- Establish and follow “best practices” for YLD’s social media strategy
- Lead the Division’s social media efforts, monitor and facilitate discussion on the Division’s social media channel, s and develop a calendar of social media posts and engagement
- Work with various YLD teams to promote their content and develop a communications strategy for the Division
- Grow the existing Young Lawyer Division social media presence to increase awareness and favorability for YLD among both ABA members and non-member lawyers less than 36 years of age--ultimately driving gains in member retention and membership
- Assist the Affiliate Outreach Director in promoting affiliates and highlighting them in YLD social media posts
- Work with Division and ABA Digital Marketing staff to manage ABA YLD social media presence on all relevant social media platforms
- Identify TYL content for use on YLD’s social media platforms
- Develop original marketing content
- Source external (relevant bloggers, columnists, etc.) and internal (YLD and ABA) content
- Regularly comment on and share Division social media posts and electronic content
- Integrate social media into Division events
- Review the Division’s website for accuracy and relevance, while making recommendations for retiring content
- Train your successor

**Position requirements:** Experience with web content, social media principles, and marketing or communications best practices required. Strong communication skills and familiarity with ABA YLD preferred.

**Time commitment:** 20 to 40 hours monthly
Membership Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly. This position also oversees the Division’s ABA membership recruitment and retention efforts.

**Expectations:**
- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Strategically plan with the Membership Board on how to best serve and communicate with existing ABA YLD members and prospective members
- Implement the ABA’s New Membership Model within the YLD and express its benefits to YLD members
- Regularly analyze and report on membership numbers, trends, and ABA member recruitment and retention efforts
- Serve as the YLD’s Liaison to the Association’s Standing Committee on Membership (SCOM)
- Lead the YLD Membership Board. Specific responsibilities:
  - Identify and develop new benefits and services
  - Develop, implement, and oversee programs designed to provide specific benefits to new members as well as those designed to increase membership retention
- Coordinate with National Conferences Director to attract, track, and retain new conference attendees
- Provide the ABA YLD Council with quarterly reports
- Train your successor

**Position requirements:** Multiple years of Division involvement is required. Prior service on the Membership Board, Member Service Project Team, or local and state membership programs is preferred.

**Time commitment:** 20 to 40 hours monthly

National Conferences Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

**Expectations:**
- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Oversee all aspects of the YLD’s four national conferences
- Ensure programming is consistent with YLD initiatives and the YLD Diversity Plan
- Develop joint programming with other ABA entities at the ABA Midyear and Annual Meetings
- Lead the National Conferences Team and train the National Conferences Vice-Directors
- Oversee all aspects of first-time conference attendees, including first timer programming and personal contacts
  - Coordinate with Membership Director to attract, track, and retain new conference attendees
  - Coordinate virtual orientation for first time conference attendees
- Have a visible presence at each of the Division’s conferences and assist Division staff with event execution
- Educate conference and meeting attendees regarding conference and social events
- Coordinate with conference Host Committees
• Provide the ABA YLD Council with quarterly reports
• Train your successor

**Position requirements:** Multiple years of Division involvement is required. Past leadership or service on the National Conferences Team is required. Must have attended YLD conferences and ABA Meetings.

**Time commitment:** 20 to 40 hours monthly.

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**Practice Services & Committees Director (1 Year Term)**

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

**Expectations:**

• Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
• Oversee YLD Virtual Communities on the ABA YLD’s website
• Ensure that YLD Virtual Communities are collaborating with YLD Liaisons and ABA Sections, Divisions, and Forums to provide value to members.
• Supervise Committee Chairs and Vice-Chairs, along with all corresponding Liaisons
• Train Committee Chairs and Vice-Chairs
• Ensure the Committee Chairs and Vice-Chairs are able to achieve their expectations and follow ABA and ABA YLD Policies
• Provide regular communications to Committee Chairs and Vice-Chairs
• Work with Chairs and Vice-Chairs to produce content for the Division’s website, social media channels, and publications
• Work with Committee Chairs and Vice-Chairs to produce teleconferences or webinars concerning areas of interest, requesting CLE credit where appropriate
• Coordinate efforts by YLD committees to collaborate with corresponding ABA entities and to obtain at least one opportunity to co-sponsor programming, republish content, or otherwise promote the ABA entity to YLD members
• Ensure that Committees are actively participating in YLD projects, including developing appropriate programming and content
• Provide the ABA YLD Council with quarterly reports
• Evaluate Committee Chairs and Vice-Chairs for purposes of future appointments
• Train your successor

**Position requirements:** Multiple years of Division involvement is preferred. Prior service as a Committee Chair or Vice-Chair preferred.

**Time commitment:** 20 to 40 hours monthly.

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**Podcast Producer (1 Year Term)**

**Expectations:**

• Manage interviewers, authors, and editors
• Collaborate on print, web, social media, and other multimedia to help maintain consistency across mediums
• Attend orientation and scheduled planning conference calls
• Recruit guests/authors and solicit content
• Record, write, edit, and proof submissions and other communications
• Ensure podcast content is aligned with TYL content, conference content, and YLD initiatives

**Position requirements:** Prior experience serving on the TYL Editorial Board is preferred. Past podcast or
audio/visual media experience is helpful. Recording samples may be requested. Applicants should be fantastic speakers able to connect with listeners via audio only and enjoy the editing process.

**Time commitment:** 20 to 40 hours monthly

### Professional Development Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

**Expectations:**

- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Lead the Professional Development Team & train the Professional Development Team Vice-Director(s)
- Assist with the planning of programming related to professional development at the Division’s four national conferences
- Assist with the planning of non-conference programming related to professional development
- Seek to enhance the professional lives of young lawyers by developing practical yet innovative programming that will improve skills, expand knowledge, and sharpen expertise
- Duties may also include:
  - Content repacking and development of – live webinars downloads, article, videos, and social media et al.
  - Development of programming and activities for in-person meetings
  - Oversee the Division’s efforts to publicize and implement the programs
  - Tracking project use and impact
- Assist and coordinate with the YLD Membership Board on YLD projects and initiatives, as needed by the Membership Director
- Provide the YLD Council with quarterly reports
- Train your successor

**Position requirements:** Multiple years of Division involvement is preferred. Prior experience with member service or career-focused projects is preferred.

**Time commitment:** 20 to 40 hours monthly.

### Wellness Director (1 Year Term)

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

**Expectations:**

- Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- Assist in developing YLD wellness projects focused on educating young lawyers on the importance of wellness; how lawyers can improve their personal wellness; and how young lawyers can take projects and initiatives back to their communities and workplaces
• Assist in developing national social media campaign on attorney wellness
• Work with the ABA’s Center for Professional Responsibility and Commission on Lawyer Assistance Programs to develop programming and educational resources for young lawyers regarding attorney wellness
• Ensure that the YLD Assembly is proposing resolutions on issues pertaining to attorney wellness
• Assisting in crafting communications (i.e. op-eds, columns, etc.) on attorney wellness
• Provide the ABA YLD Council with quarterly reports
• Train your successor

**Position requirements:** Multiple years of Division involvement is expected. Experience in the wellness space and a passion for attorney wellness is required.

**Time commitment:** 20 to 40 hours monthly.
VICE DIRECTORS

Affiliates – Vice-Director (1 Year Term)

Expectations:
- Report to and assist the Affiliates Director
- Serve as a member of the Affiliate Assistance Team
- Supporting the YLD’s District Representatives
- Monitor the engagement and efforts of the Division’s District Representatives, under supervision of the Affiliates Director
- Review District Representative reports to ensure that affiliate needs are met
- Execute Affiliate Leadership Training for young lawyer affiliate leaders, in conjunction with the Bar Leadership Institute
- Recruit participants in and execute the Affiliate Showcase
- Communicate regularly with affiliate leaders on ways for the Division to best serve affiliate leaders and their members

✓ Train your successor

Position requirements: Prior Division and other appropriate experience is preferred.
Time commitment: 10 to 20 hours monthly.

Civic Engagement – Vice-Director (1 Year Term)

Expectations:
- Assist the Civic Engagement Director with his/her responsibilities
- Assist in developing virtual and in-person programming to encourage young lawyers to run for office, serve on board and commissions, and become better advocates in their communities.
- Work with Civic Engagement Director and staff to explore partnerships with ABA and external partners to support YLD initiative.
- Assist Civic Engagement Director in working with ABA’s Government Affairs Office to develop program to get young lawyers more engaged in ABA advocacy efforts.

Position requirements: Prior YLD experience is expected but not required. Public service or community engagement is expected.
Time commitment: 10 to 20 hours monthly.

Disaster Legal Services – Vice-Director (1 Year Term)

The Disaster Legal Services program is a Federal disaster legal assistance program operated by the ABA YLD pursuant to a memorandum of understanding (MOU) with the Federal Emergency Management Agency (FEMA), a Division of the Department of Homeland Security.

Expectations:
- Assist the Disaster Legal Services Director with his/her responsibilities
- Coordinate the delivery of pro bono legal services to survivors of major disasters throughout the United States
- Interface with national, state, and local bar leaders, FEMA, and legal aid organizations to ensure disaster survivors receive pro bono legal services pursuant to the ABA-YLD FEMA MOU
• Train your successor

**Position requirements:** Past experience coordinating or participating in disaster assistance is preferred.

**Time Commitment:** Depending upon the number and severity of disasters declared during the year, this position may require a significant time commitment.

## Diversity & Inclusion – Vice-Director (1 Year Term)

**Expectations:**
- Assist the Diversity Director with his/her responsibilities
- Ensure compliance and coordination with the Division’s Diversity Plan
- Assist with the YLD Scholarship program and its alumni group
- Assist with the continuation of the ABA YLD’s Embracing Diversity Challenge
- Assist with coordinating other YLD Diversity and Inclusion Related Programs

**Position requirements:** Experience in Diversity and Inclusion work is preferred

**Time commitment:** 5 to 20 hours monthly.

## Law Student Outreach – Vice-Director (1 Year Term)

**Expectations:**
- Assist the Law Student Outreach Director with her responsibilities
- In coordination with the Membership Board and Law Student Division, develop, implement, and oversee programs designed to encourage law students to become active in the Division upon their admission to the Bar and to continue as members of the Association
- Train your successor

**Position requirements:** Prior experience with law student outreach and/or in the ABA Law Student Division preferred.

**Time commitment:** 10 hours monthly.

## Legal Innovation – Vice-Director (1 Year Term)

**Expectations:**
- Assist the Legal Innovation Director with his/her responsibilities
- Assist in developing YLD legal innovation initiatives focused on educating young lawyers on how legal services are delivered; how lawyers perform legal services; how the legal profession is regulated; and how lawyers will be educated in the future
- Understand the changing landscape in the legal profession
- Any other assigned duties by the Legal Innovation Director

**Position requirements:** Experience in the legal innovation space is expected and required.

**Time commitment:** 10 to 20 hours monthly.
Marketing & Communications – Vice-Director (1 Year Term)

Expectations:

- Assist the Marketing and Communications Director with her responsibilities
- Promote and report on YLD activities, projects, and accomplishments through various social media platforms
- Implement the YLD Social Media plan
- Develop original marketing content
- Source external (relevant bloggers, columnists, etc.) and internal (YLD and ABA) content
- Regularly comment on and share Division social media posts and electronic content
- Integrate social media into Division events
- Review the Division’s website for accuracy and relevance, while making recommendations for retiring content

Position requirements: Interest in and/or experience with social media. Strong communication skills. Knowledge of the Division preferred.

Time commitment: 10 to 20 hours monthly.

National Conferences – Vice-Director (1 Year Term)

Expectations:

- Assist the National Conferences Director with his/her responsibilities, which will include the development and planning of Division’s national conferences
- Serve as a welcome and information group for newer attendees, which includes making pre- and post-conference calls to first timers
- Monitor onsite programming
- Assist speakers presenting at the Division’s four national conferences
- Assist with program implementation at each conference
- Collaborate with Host Committee
- Any other assigned duties by the National Conferences Director

Position requirements: Prior attendance at a Division national conference and an outgoing, friendly personality is required. Prior experience planning programming is preferred.

Time commitment: 10 to 20 hours monthly.

Professional Development – Vice-Director (1 Year Term)

Expectations:

- Assist Professional Development Director with his/her responsibilities
- Assist with the planning of programming related to professional development at the Division’s four national conferences
- Assist with the planning of non-conference programming related to professional development
- Seek to enhance the professional lives of young lawyers by developing practical yet innovative programming that will improve skills, expand knowledge, and sharpen expertise
• Help develop and implement the Division’s major member resources programs/initiatives, including:
  o Content repacking and development of – live webinars downloads, article, videos, and social media et al.
  o Development of programming and activities for in-person meetings
  o Oversee the Division’s efforts to publicize and implement the programs
  o Tracking project use and impact
• Assist and coordinate with the YLD Membership Board on YLD projects and initiatives, as needed by the Membership Director
• Train your successor

Position requirements: Prior experience with member service or career-focused projects is preferred.
Note: If there are multiple Vice Directors, each leader may have oversight over specific member resource.
Time commitment: 10 to 20 hours monthly.

Practice Services & Committees – Vice-Director, Committees (1 Year Term)

Expectations:
• Assist the Committees Director with his/her responsibilities, which may include training Committee Chairs and Vice-Chairs
• Ensure the Committee Chairs and Vice-Chairs are able to achieve their expectations and follow ABA and ABA YLD Policies
• Provide regular communications to Committee Chairs and Vice-Chairs
• Work with Chairs and Vice-Chairs to produce written content for the Division’s website and publications (e.g., TYL)
• Work with Chairs and Vice-Chairs to produce teleconferences or webinars concerning areas of interest, requesting CLE credit where appropriate
• Coordinate efforts by YLD committees to collaborate with corresponding ABA entities (where applicable) and to obtain at least one opportunity to co-sponsor programming, republish content, or otherwise promote the ABA entity to YLD members
• Provide the Committees Director with quarterly reports
• Assist in evaluating Committee Chairs and Vice Chairs for purposes of future appointments
• Train your successor

Position requirements: Prior service as a Committee Chair is preferred.
Time commitment: 10 to 20 hours monthly.

Practice Services & Committees – Vice-Director, Liaisons (1 Year Term)

Expectations:
• Assist the Practice Services & Committees Director with his/her liaisons responsibilities, including liaison training and review of quarterly reports
• Help ensure the Liaisons are able to achieve their expectations and follow ABA and ABA YLD Policies
• Work with and provide regular communications to Liaisons about the YLD and assist the Practice Services & Committees Director on overseeing YLD Liaisons
• Provide the Practice Services & Committees Director with quarterly reports
• Assist with evaluating Liaisons for purposes of future appointments
• Train your successor

**Position requirements:** Prior service as a Committee Director, Committee Chair, or Liaison or significant engagement with an ABA SDF is preferred.

**Time commitment:** 10 to 20 hours monthly.

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**Wellness – Vice-Director (1 Year Term)**

**Expectations:**
- Assist Wellness Director with his/her responsibilities
- Actively participate in Wellness Team meetings and calls
- Attend meetings and conferences to assist the Wellness Director with outreach and projects
- Any other assigned duties by the Wellness Director and YLD Chair
- Suggest program topics for the YLD’s four conferences
- Suggest article topics for TYL

**Position requirements:** Prior experience with and interest in wellness is preferred.

**Time commitment:** 10 to 20 hours monthly.
**TEAMS**

**Affiliate Assistance Team – Member (1 Year Terms)**

**Expectations:**
- Report to Affiliates Director
- Assist with supporting the YLD’s District Representatives
- Assist with the implementation of YLD’s Affiliate Leadership Training
- Assist with the planning and execution of bar leadership-based programming
- Recruit, engage with, and maintain contact information for affiliates and their leaders
- Be a resource for Affiliates, including for member service and public service projects
- Any other assigned duties by the Affiliates Director

**Position requirements:** Active involvement in a state, local, or specialty young lawyer organization is preferred.

**Time commitment:** 10 to 20 hours monthly.

**Awards/Subgrants Team – Chief Judge (1 Year Term)**

**Expectations:**
- Report to Affiliates Director
- Oversee the YLD public and member service subgrants program in March and April
- Assist Affiliates Director with coordination of the promotion of recipients of awards and subgrants
- Oversee the YLD Affiliate Awards of Achievement competition
- Assist Law Day Chair with judging Law Day Contest submissions in March
- Assist with the *On the Rise* selection process
- Train your successor

**Position requirements:** Past experience as an associate judge is preferred.

**Time commitment:** 10 to 30 hours annually, primarily in March and April.

**Awards/Subgrants Team – Associate Judge (1 Year Term)**

**Expectations:**
- Assist the Chief Judge in all aspects of his position
- Judge applications for awards and subgrants administered by the Division

**Position requirements:** This position requires no prior experience.

**Time commitment:** 10 to 15 hours annually, primarily in March or April.

**Civic Engagement Team – Member (1 Year Term)**

**Expectations:**
- Assist in developing virtual and in-person programming to encourage young lawyers to run for office, serve on boards and commissions, and become better advocates in their communities.
- Work with the Civic Engagement Director and staff to explore partnerships to support YLD initiatives.
- Assist Civic Engagement Director in working with ABA’s Government Affairs Office to develop program to get young lawyers more engaged in ABA advocacy efforts.
**Position requirements:** This position requires no prior experience, but substantial public service or community engagement is preferred

**Time commitment:** 10 to 20 hours monthly.

**Disaster Legal Services Team – Member (1 Year Term)**

The Disaster Legal Services program is a Federal disaster legal assistance program operated by the ABA YLD pursuant to a memorandum of understanding (MOU) with the Federal Emergency Management Agency (FEMA), a Division of the Department of Homeland Security.

**Expectations:**
- Assist the DLS Director with her responsibilities
- Assist with coordinating the delivery of pro bono legal services to survivors of major disasters throughout the United States
- Assist with interfacing with national, state, and local bar leaders, FEMA, and legal aid organizations to ensure disaster survivors receive pro bono legal services pursuant to the ABA-YLD FEMA MOU

**Position requirements:** Past experience coordinating or participating in disaster assistance is preferred.

**Time Commitment:** Depending upon the number and severity of disasters declared during the year, this position may require a significant time commitment.

**Diversity & Inclusion Team – Member (1 Year Term)**

**Expectations:**
- Ensure compliance and coordination with the [Division's Diversity Plan](#)
- Assist with the YLD Scholarship program and its alumni group
- Assist with the continuation of the ABA YLD's Embracing Diversity Challenge
- Assist with coordinating other YLD Diversity & Inclusion programs

**Position requirements:** This position requires no prior experience

**Time commitment:** 5 to 20 hours monthly.

**Law Day Chair (1 Year Term)**

**Expectations:**
- Coordinate Law Day project for the Division
- Ensure affiliates are aware of the project and encourage them to participate by working with the Affiliates Assistance Team
- Create all materials necessary for implementation of the competition
- Work with the Public Education Committee to spread word among schools
- Oversee the creation of a sample video, if necessary and/or appropriate
- Ensure recognition integrated into DC Law Day celebration
- Provide the Public Service Director with quarterly reports
- Train your successor

**Position requirements:** This position requires prior Division or other appropriate experience.

**Time commitment:** 5 to 15 hours monthly, with most of that commitment from January through May.
Law Student Outreach Team – Member (1 Year Term)

Expectations:
• In coordination with the Membership Board and Law Student Division, develop, implement, and oversee programs designed to encourage law students to become active in the Division upon their admission to the Bar and to continue as members of the Association
• Train your successor

Position requirements: This position requires no prior experience
Time commitment: 10 hours monthly.

Legal Innovation Team – Member (1 Year Term)

Expectations:
• Assist in developing YLD legal innovation initiatives focused on educating young lawyers on how legal services are delivered; how lawyers perform legal services; how the legal profession is regulated; and how lawyers will be educated in the future
• Understand the changing landscape in the legal profession
• Any other assigned duties by the Legal Innovation Director

Position requirements: Experience or interest in the legal innovation space is preferred
Time commitment: 10 to 20 hours monthly.

Marketing and Communications Team – Member (1 Year Term)

Expectations:
• Promote and report on YLD activities, projects, and accomplishments through various social media platforms
• Implement the YLD Social Media plan
• Develop original marketing content
• Source external (relevant bloggers, columnists, etc.) and internal (YLD and ABA) content
• Regularly comment on and share Division social media posts and electronic content
• Integrate social media into Division events
• Review the Division’s website for accuracy and relevance, while making recommendations for retiring content
• Perform additional tasks at the discretion of Marketing and Communications Director and Vice-Directors

Position requirements: Interest in and/or experience with social media. Strong communication skills. Knowledge of the Division preferred.
Time commitment: 10 to 20 hours monthly.

National Conferences Team – Member (1 Year Term)

Expectations:
• Serve as a welcome and information group for newer attendees, which includes making pre- and post-conference calls to first timers
• Monitor onsite programming
• Assist speakers presenting at national conferences
• Assist in developing content for national conferences
• Assist with program implementation at each conference
• Collaborate with conference Host Committees
• Assist with marketing and social media efforts before, during, and after national conferences and other meetings
• Any other assigned duties by the National Conferences Director

**Position requirements:** Prior attendance at a Division national conference and an outgoing, friendly personality is required. Prior experience planning programming is preferred.

**Time commitment:** 10 to 20 hours monthly.

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**Podcast Team (1 Year Term)**

**Expectations:**
• Attend orientation and scheduled planning conference calls
• Recruit speakers, authors, and solicit content
• Record, edit, and proofread articles and other communications
• Collaborate on print, web, social media, and other multimedia

**Position requirements:** Past law review or publication experience is helpful. Writing and recording samples may be requested. Applicants should be good speakers/writers and enjoy the editing process.

**Time commitment:** 10 to 20 hours monthly.

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**Professional Development Team – Member (1 Year Term)**

**Expectations:**
• Assist with the planning of programming related to professional development at the Division’s four national conferences
• Assist with the planning of non-conference programming related to professional development
• Seek to enhance the professional lives of young lawyers by developing practical yet innovative programming that will improve skills, expand knowledge, and sharpen expertise
• Execute specific projects related to the Division’s professional development, leadership, and wellness initiatives. This responsibility may also include:
  o Content repacking and development of webinars, programs, articles, videos, social media, and other methods of content communication to YLD members.
  o Development of programming and activities for in-person meetings
  o Oversee the Division’s efforts to publicize and implement the programs
• Tracking project use and impact
• Assist and coordinate with the YLD Membership Board on YLD projects and initiatives, as needed by the Membership Director
• Train your successor

**Position requirements:** Prior experience with member service or career-focused projects is preferred.

**Time commitment:** 10 to 20 hours monthly.
Wellness Team – Member (1 Year Term)

Expectations:
- Assist the Wellness Director and other leaders on implementation of the Division’s wellness projects.
- Catalogue and promote successful affiliate wellness projects
- Perform additional tasks at the discretion of the Wellness Director

Position requirements: Prior experience with and interest in wellness is preferred.

Time commitment: 10 to 20 hours monthly.
BOARDS

TYL Editorial Board – Managing Editors (1 Year Term)

Expectations:

- Manage authors and editors
- Attend orientation and scheduled planning conference calls
- Recruit authors and solicit content
- Write, edit, and proofread articles and other communications
- Collaborate on print, web, social media, and other multimedia
- Ensure publication content is aligned with YLD initiatives

Position requirements: Prior experience serving on the TYL Editorial Board is preferred. Past law review or publication experience is helpful. Writing and editing samples may be requested. Applicants should be good writers and enjoy the editing process.

Time commitment: 10 to 20 hours monthly

TYL Editorial Board – Associate Editors (1 Year Term)

Expectations:

- Attend orientation and scheduled planning conference calls
- Recruit authors and solicit content
- Write, edit, and proofread articles and other communications
- Collaborate on print, web, social media, and other multimedia

Position requirements: Past law review or publication experience is helpful. Writing and editing samples may be requested. Applicants should be good writers and enjoy the editing process.

Time commitment: 10 to 20 hours monthly.
POLICY BOARDS AND TEAMS

Can serve in addition to other appointed position.

The ABA YLD Assembly Speaker selects members of the Resolutions Team and the Credentials Board. If you are interested in serving on either, please submit an email expressing your interest by February 15, 2019, to Jamie Davis (JamDavis@amctheatres.com).

Resolutions Team – Member (1 Year Term)

Expectations:
- Evaluate the Resolution Idea Form to ensure resolutions comply with ABA YLD polices, ABA’s goals, and current social and legal trends and issues.
- Select resolution ideas that will be presented during Assembly.
- Attend the ABA YLD Assembly.
- Perform additional tasks at the discretion of the ABA YLD Assembly Speaker.

Position requirements: Strong communication skills and an outgoing. Knowledge of the Division preferred.

Time commitment: 10 to 20 hours monthly.

Credentials Board – Member (1 Year Term)

- Assist the District Representatives and other leaders with getting members registered and delegates certified for Midyear and Annual.
- Monitor the delegate certification table at Midyear and Annual.
- Attend the ABA YLD Assembly and serve as a Teller.
- Perform additional tasks at the discretion of the ABA YLD Assembly Clerk

Position requirements: Strong communication skills and an outgoing. Knowledge of the Division preferred.

Time commitment: 10 to 20 hours monthly.
COMMITTEES

There are 33 ABA YLD Committees:

- Access to Legal Services
- Administrative Law and Regulatory Practice
- Air & Space Law
- Antitrust Law
- Bankruptcy Law
- Business Law
- Civil Rights & Social Justice
- Criminal Justice
- Disability Rights
- Entertainment and Sports Industries
- Environment, Energy, & Resources Law
- Ethics and Professional Responsibility
- Family Law
- Governmental, Military and Public Sector Law
- Health Law
- Homeland Security
- Immigration and Naturalization Law
- Infrastructure & Regulated Industries
- Intellectual Property Law
- International Law
- Labor & Employment Law
- Law Practice
- Litigation
- Minorities in the Profession (MIPC)
- Public Contract Law
- Real Property, Trust, & Estate Law
- Science and Technology Law
- Sexual Orientation and Gender Identity
- Solo, Small Firm and General Practice
- State and Local Government Law
- Tax Law
- Tort, Trial, & Insurance Practice
- Women in the Profession (WIPC)

Committee Chairs and Vice-Chairs are appointed annually by the Division’s Chair. Each committee chair will work with YLD leadership and staff to develop specific plans for the Committee for that year.

All Committee Chairs (1 Year Term)

Expectations:

- Lead the committee and supervise vice-chairs
- Draft the committee’s Plan of Action based on Division’s expectations
- Collaborate with YLD Liaisons to related ABA entities to engage ABA Sections, Divisions, Forums, Task Forces, and Standing Committees to develop and share content for young lawyers
  - Some Committee Chairs may serve as the YLD Liaison to the Committee’s corresponding Section, Division, or Forum
- Engage YLD Scholars assigned to the Committee
- Update the Committee on plans and activities through the Committee’s listserv
- Propose, organize, and produce substantive CLE or professional development programming at live conferences
- Update the Committee’s related Virtual Community to ensure it contains current and relevant information
- Publish or develop electronic newsletters, articles, or online content on a quarterly basis, which may include recent articles, distance learning opportunities, or other programming from the Committee or associated ABA entities
- Contribute content for the YLD website and YLD publications, such as *The Young Lawyer (TYL)*
- Coordinate committee conference calls and other engagement with Committee members
• Submit resolution proposals for consideration by the ABA YLD Assembly
• Maintain direct lines of communication with the liaisons and committees
• Integrate fellowship programs with corresponding entities (where they exist and when possible).
• Submit quarterly reports to Committees Director
• Attend YLD Leadership Training
• Adhere to ABA and YLD Policies, including the Division’s Diversity Plan
• Train your successor and create an Institutional Memory Report to ensure continuity and to memorialize actions and accomplishments

Additional Responsibilities for Specific Committees:
• The Solo, Small Firm and General Practice Chair, helps select scholars and mentors them throughout the year.
• The Government, Military and Public-Sector Lawyers Chair helps select scholars and mentors them throughout the year
• The Minorities in the Profession Chair helps select scholars and mentors them throughout the year.

The MIPC Chair is a member of the YLD Diversity Team which is headed by the Diversity Director. The MIPC Chair works with the National Affiliate Bar Associations to promote the ABA YLD’s programs to minority lawyers across the country. The MIPC Chair will work with the Diversity & Inclusion Director to execute the Men of Color initiative. She also serves as a voice for minority lawyers in the ABA YLD and may be tasked with additional duties related to minority lawyer programs.

• The Women in the Profession Chair is a member of the YLD Diversity Team, is responsible for maintaining and expanding the newly instituted No Limits Campaign, and is responsible for preparing the nomination of a young lawyer for the Margaret Brent awards, in coordination with the Commission on Women in the Profession

Position requirements: Active participation in committee activities, prior service as a Vice-Chair, and subject-matter or subject-area expertise are preferred.

Time commitment: 10 to 25 hours monthly.

Committee Vice-Chairs (1 Year Term)

Expectations:
• Assist the Committee Chair in operating and managing the respective YLD Virtual Community
• Assist with preparing and submitting at least two resolution proposals for consideration by the ABA YLD Assembly
• Help to draft and implement the committee’s Plan of Action based on Division’s expectations
• Assist with developing substantive CLE or professional development programming at live conferences
• Supervise the work of Committee members

Position requirements: Active participation in committee activities and subject-matter or subject-area expertise are preferred.

Time commitment: 5 to 15 hours monthly.

Committee Content Editors (1 Year Term)

Obtain committee newsletter content from Committee members and Committee leadership
• Write original content for newsletters
• Obtain signed author agreements
• Create initial complete draft of Committee newsletters on a quarterly basis
• Interact and communicate with *The Young Lawyer (TYL)* editors, as necessary
LIAISONS

**Expectations:** Represent the YLD’s interests in ABA Sections, Divisions, or Forums and collaborate with these entities to provide content to YLD members.

- Some liaisons may serve as Chair or Co-Chair of the corresponding YLD Committee
- Participate in the entity’s activities and provide a young lawyer viewpoint where appropriate in leadership meetings or in programming
- Increase the frequency and quality of interaction with the appropriate ABA entities and the ABA YLD
- Ensure that the YLD is informed of your entity’s relevant activities and plans and vice versa. Specifically, this entails submitting quarterly reports to each group
- Maintain an open line of communication with corresponding YLD committees where appropriate
- Identify participation opportunities for young lawyers within the entity, particularly to accommodate those aging out of the YLD
- Encourage entities to co-sponsor events or programs with the YLD
- Communicate the stance or opinion of the YLD
- Approach their ABA entity and request that the entity contribute at least 3 pieces of content, programming, or otherwise and make opportunities available for young lawyers to be involved in that entity as part of the YLD’s Section Connect program.
- Help ABA entities expand their young lawyer offerings as detailed in the [ABA YLD New Lawyer Roadmap](#).
- Train your successor

**Position Requirements:** Prior experience and active involvement in the YLD is highly preferred, as is an interest in the other entity’s focus area.

**Time commitment:** Ranges from minimal to significant and depends primarily upon the expectations and activities of the entity represented.

**Liaison List**

Available for the 2019-2020 appointment process:

<table>
<thead>
<tr>
<th>LIAISON POSITION</th>
<th>TERM (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABA AIDS Coordinating Committee</td>
<td>2</td>
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<tr>
<td>ABA Day in Washington Planning Committee</td>
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<tr>
<td>Affordable Housing and Community Development Law, Forum Committee on</td>
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<tr>
<td>Air and Space Law, Forum Committee on</td>
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<tr>
<td>American Bar Endowment (ABE)</td>
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<tr>
<td>Business Law, Section of</td>
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<tr>
<td>Children and the Law, Center on</td>
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<tr>
<td>Communications Law, Forum Committee on</td>
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<tr>
<td>Committee and/or Division</td>
<td>Count</td>
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<tr>
<td>Continuing Legal Education, Standing Committee on</td>
<td>1</td>
</tr>
<tr>
<td>Death Penalty Representation Project (Special Committee)</td>
<td>2</td>
</tr>
<tr>
<td>Delivery of Legal Services, Standing Committee on</td>
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<tr>
<td>Educational Pipeline (Pipeline Council)</td>
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<tr>
<td>Election Law, Standing Committee on</td>
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<tr>
<td>Family Law, Section of</td>
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<tr>
<td>Government &amp; Public Sector Lawyers Division</td>
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<tr>
<td>Group and Prepaid Legal Services, Standing Committee on</td>
<td>2</td>
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<tr>
<td>Health Law, Section of</td>
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<tr>
<td>Health Law, Section of - Membership</td>
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<tr>
<td>Hispanic Legal Rights and Responsibilities, Commission on</td>
<td>1</td>
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<tr>
<td>Homelessness &amp; Poverty, Commission on</td>
<td>2</td>
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<tr>
<td>Immigration, Commission on</td>
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<tr>
<td>Infrastructure &amp; Regulated Industries, Section of</td>
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<tr>
<td>Judicial Division, Pro Bono Committee</td>
<td>1</td>
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<tr>
<td>Labor and Employment Law, Section of</td>
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<tr>
<td>Law and Aging, Commission on</td>
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<tr>
<td>Law and National Security, Standing Committee on</td>
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<tr>
<td>Law Practice Division</td>
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<tr>
<td>Law Student Division (LSD)</td>
<td>2</td>
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<tr>
<td>Lawyer Assistance Programs, Commission on</td>
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<tr>
<td>Lawyers' Professional Liability (Standing Committee)</td>
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<tr>
<td>Lawyer Referral and Information Service, Standing Committee on</td>
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<tr>
<td>Lawyers Conference of the Judicial Division</td>
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<tr>
<td>Legal Aid and Indigent Defendants, Standing Committee on</td>
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<tr>
<td>Litigation, Section of</td>
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<tr>
<td>Committee / Section / Committee Name</td>
<td>Count</td>
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<tr>
<td>Pro Bono and Public Service, Standing Committee on</td>
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<tr>
<td>Professional Responsibility Coordinating Council, Special Committee on</td>
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<tr>
<td>Public Contract Law, Section of</td>
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<tr>
<td>Racial and Ethnic Diversity, Center on (from)</td>
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<tr>
<td>Racial and Ethnic Diversity in the Profession, (Commission on)</td>
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<tr>
<td>Real Property, Trust and Estate Law, Section of (Real Property)</td>
<td>2</td>
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<tr>
<td>Rule of Law Initiative, Special Committee on</td>
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<tr>
<td>Section, Division and Forum Coordination Team for the Section of Environment, Energy and Resources (SEER)</td>
<td>2</td>
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<tr>
<td>Senior Lawyers Division</td>
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<tr>
<td>Sexual Orientation and Gender Identity, Commission on (SOGI)</td>
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<tr>
<td>Sexual Orientation and Gender Identity, Commission on (SOGI)</td>
<td>2</td>
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<tr>
<td>Solo, Small Firm and General Practice</td>
<td>2</td>
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<tr>
<td>Specialization, Standing Committee on</td>
<td>2</td>
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<tr>
<td>State and Local Government Law, Section of</td>
<td>1</td>
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<tr>
<td>Taxation, Section of</td>
<td>2</td>
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<tr>
<td>Technology and Information Systems, Standing Committee on (SCOTIS)</td>
<td>2</td>
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<tr>
<td>Tort Trial &amp; Insurance Practice Section - Council</td>
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<tr>
<td>Tort Trial &amp; Insurance Practice Section - Editorial Board</td>
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<tr>
<td>Tort Trial &amp; Insurance Practice Section - LRP</td>
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<tr>
<td>Tort Trial &amp; Insurance Practice Section - Membership</td>
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<tr>
<td>Tort Trial &amp; Insurance Practice Section – Ethics and Professionalism</td>
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<tr>
<td>Tort Trial &amp; Insurance Practice Section - Public Service</td>
<td>1</td>
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<tr>
<td>Veterans Benefits and Services, Coordinating Committee on</td>
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<tr>
<td>Women in the Profession, Commission on (WIPC)</td>
<td>1</td>
</tr>
<tr>
<td>Youth at Risk, Commission on</td>
<td>1</td>
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</tbody>
</table>
SPECIAL TASK FORCES

Can serve in addition to other ABA YLD positions.

Men of Color Initiative (1 Year Term)

Throughout history, insurmountable obstacles have prevented men of color from achieving full success in society. This is even true in the legal profession. The Men of Color Initiative will serve as a resource for men of color during law school and in pivotal first years of practice; empower them to become leaders in the legal profession; facilitate an intergenerational support system; and encourage opportunities for community service and civic engagement. Members of this Task Force will work with YLD leaders and staff to develop the framework for this initiative.