American Bar Association
Young Lawyers Division

2015-2016 Committee Training

Co-Directors for Committees and Liaisons:

Will Johnson
Kristian Collins
C&L Leadership Structure

Will
Committees

Kristian
Liaisons

Morgan McDonald
Vice-Chair

Renee Lugo
ABA Staff
15-16 Committee Expectations

• 4 Newsletters - 1 per quarter
  – Appoint Publications Contact by July 24, 2015
• 2 Live Program Proposals - 1 for Fall/Midyear; 1 for Spring/Annual
• 2 Teleconferences – 1 for 2015; 1 for 2016
• 2 Resolutions - 1 for Midyear; 1 for Annual
• 1 Collaborative Content or Programming with Liaison
• 1 Website Update per quarter (but ideally more often)
• 4 Listserv Emails - 1 per quarter (ideally one/month, not to exceed two/month)
• 1 Membership Initiative
• Attend Committee/Liaison Meeting at Midyear Meeting
• 2 In-Person Events (either at ABAYLD conferences or locally)
• Be Responsive!! (24 hours unless out-of-office or voicemail updated)
Critical Dates

- Fall Conference & Midyear Meeting Program Proposals Due (July 7, 2015)
- Plan of Action Due (July 31, 2015)
- Update “Message from the Chair” on Committee website (August 15, 2015)
- Q1 Reports Due (September 1, 2015)
- YLD Fall Conference (October 15-17, 2015)
- Spring Conference & Annual Meeting Program Proposals Due (December 1, 2015)
- In-Person Event 1 Deadline (December 31, 2015)
- Q2 Reports Due (January 1, 2016)
- ABA Midyear Meeting (February 4-7, 2016)
- Q3 Reports Due (April 1, 2016)
- YLD Spring Conference (May 5-7, 2016)
- Q4 Reports Due (June 30, 2016)
- ABA Annual Meeting & Liaison Training (August 4-7, 2016)
- In-Person Event 2 Deadline (August 7, 2016)

***FULL LIST OF DEADLINES AVAILABLE ON LEADERSHIP PORTAL***
Reporting

Detailed Quarterly Report Form on Leadership Portal

- Metrics
- Recognition
Committee Tips/Logistics

• DELEGATE – Use Your Vice-Chairs!!
• Appoint Content Editor for your Committee
• Follow up Religiously
• Expectations as Floor Numbers
• Build in Buffer Time
• Address issues early: Contact Co-Ds
• Calendar, calendar, calendar (early reminders, follow-ups)
Social Media Accounts

- No Twitter
- No Facebook
- Yes Linkedin
Teleconferences

--60 Min, Recorded
--Optimal: 2-3 Speakers & Moderator
--Written Materials:
   PDF Only. No Links to external sources.
--Co-Sponsorship
--Form (ABA YLD leadership portal → Forms → Committee Teleconference Proposal Form)
--Submit to Casey/Logan
Live Program Proposals

- Broad Interest, Conference Theme Goals, Hot Topics in Committee
- Speaker & Moderator Selection
  - Diversity / Engagement
- Co-Sponsorship: YLD Committees/Broader ABA
- Use of Technology/CLE
Content Editors (New Structure)

Practice Settings and Profession Committees (Ethics and Professionalism, Law Practice, Solo, Small Firm and General Practice, Government, Military and Public Sector Lawyers) – Elizabeth Slattery

Diversity/Outreach Committees (Public Education, Minorities in the Profession (MIPC), Individual Rights and Responsibilities, Sexual Orientation and Gender Identity, Women in the Profession (WIPC)) - Constance Thompson

Public Service Committees (Access to Legal Services, Corporate Counsel, Children and the Law, Public Education, Public Service Project) – Kimberly Hendee

Procedural and Substantive Committees Group One (Administrative, Antitrust, Bankruptcy, Business Law, Corporate Counsel, Criminal Justice) – Joseph King


Procedural and Substantive Committees Group Four (Public Contract, Public Utility, Communications & Transportation, Real Property, Probate & Trust, Science & Technology, Tax Law, TIPS) – Morgan McDonald
Newsletters

- Send Text/Articles Only to Content Editor; No fancy PDFs, No Links
  - Content editor reviews articles, gathers agreements, and puts together Newsletter
  - Then submitted to Co-Directors for final approval
  - Then sent to Renee and posted to Committee Website

- Includes
  - Note: Newsletters *no longer include* 101/201 Practice Series Articles (Speaker Releases First)
    - These articles will be submitted separately and posted to the 101/201 webpage
  - Committee Activities
  - Recent Legal Developments for the Committee
  - Member Benefits/Events from corresponding ABA Entity
  - Promote Public Service Project, Member Service Project, ABA YLD Initiatives
Preventing Delays

• Call /Email With Questions
• Follow Directions
• Get organized
• Start Early
• Calendar, calendar, calendar, aaaaaaand calendar
Committee Listserv Emails

• 1 per Quarter- Min / 2 per Month - Max
• Content:
  – Committee Updates
  – Opportunities for Involvement
• Yes : Images / No: Animation
• Contact: Renee
Committee Website

- Updates: At least 1 a month
- Send updates to Renee
- Content:
  - Message from Chair: PDF to Renee
  - Committee Programming
  - Committee Initiatives
  - Articles/Newsletter
- Updates posted within 48 Hrs.
Committee Expo - Midyear Meeting

- Staffing: 2 Committee Reps
- Purpose: Membership, Network, Publicity
- Theme: TBD
- Table Stuff: Newsletters, Contact Info, Swag etc.
Who are Liaisons?

Liaisons serve as an intermediary between your Committee & your corresponding ABA Committee.
Working with your Liaison

• 1 Collaborative Piece of Content/Program
  – Include Liaison in Committee Activities
  – Brainstorm about opportunities
  – Programming/Content Ideas
How can Liaisons help you?

- Co-sponsored Teleconference
- Co-sponsored Live Program (CLE)
- Co-sponsored Resolution
- 101-201 Article
- Possible funds from ABA for conference speakers?
- Help advertise & promote your events to a wider audience
- Help you recruit speakers from ABA Committees for your events
- Help your find authors for your newsletter articles
- Inform you of upcoming ABA events, policy initiatives, etc. so you can pass along the info. to your members
- Possible ABA Scholarships & other opportunities
Co-Sponsorship

Need Lacy’s approval if “other ABA Entities” (not for YLD Committees). Email Carol Reising at carol.resising@americanbar.org

Other ABA Entities

Other YLD Committees
Open Committee Calls

• Optional Programming
• Member Benefit
• Non–Recorded, 60 Min.
• Speakers &/or committee announcements
• Contact Renee to schedule and for call-in info.
Carrots & Sticks

Recognition & Reimbursement

• Quarterly Director’s List
• Chair of the Year
• Midyear Funding:
  – Telecon prop. – ______
  – Live prog. Prop.- ______
  – Newsletter. - ______

Non-Responsiveness & Removal

• Call in Co-Directors; Then involved Chair
• Work Around
• Removal is Rare
YLD

Diversity

• Diversity Scholars
• Speakers
• Co-Sponsorship
• Diversity article and live & teleconference program topics
• Diversity Committees:
  • Minorities in the Prof.
  • Women in the Prof.
  • Indiv. Rights & Resp.
MEMBERSHIP

• Touch 10,000

• Committee Membership Initiatives

• Membership Goals

• Committee Membership Drives
YLD Assembly & Delegates

• Midyear/Annual
• Resolutions
• Delegations from Each State

• Process to be a Delegate
• Resolution Process
Resolutions

• Policy Positions on cutting edge issues
• Work with Resolutions Team on framing
• Go to YLD Assembly Page
National Conferences

• Fall: Little Rock, AR
• Midyear: San Diego, CA (Committee Showcase and Committee/Liaison programming)
• Spring: St. Louis, MO
• Annual: San Francisco, CA
Publications

- The Young Lawyer
- The Affiliate
Will Johnson’s Highlights of the Web

http://www.americanbar.org/yld - links you to ABA YLD web site

http://www.americanbar.org/content/dam/aba/administrative/young_lawyers/meetings/2015/leadership%20training/leadership_training_packet.authcheckdam.pdf
Leadership Training Materials
Pages 59-61 of 106 – Liaison Listing
Page 62 of 106 – Division Meetings and Conferences
Page 84 of 106 – Comprehensive Calendar
Page 89 of 106 – Who to Contact
Page 103 of 106 – YLD Action Plan
Page 104 of 106 – What to Do When You Leave
Pages 105-106 of 106 – Tips for Your First 90 Days

https://www.cognitoforms.com/Yldamericanbarorg/_20152016ProgramProposalGuidelinesFormFallMidyear - Program Proposal Form
Will Johnson’s Highlights of the Web

http://www.americanbar.org/groups/young_lawyers/about_us/leadership/leadership_portal/committee_resources.html
ABAYLD Committee Resources (Quarterly Reports, Plan of Action to be Posted Shortly, but note Plan of Action already provided in link above; Newsletter Templates; Orientation Podcasts; Committee Status Worksheet)

http://www.americanbar.org/content/dam/aba/administrative/young_lawyers/leadership_portal/yld_committee_toolkit.authcheckdam.pdf - Committee Toolkit
Page 7 – YLD Committee Chair Responsibilities
Page 8 – Getting Started . . . the First 30 Days Committee Chairs Checklist
Pages 12-13 – Tips for Plan of Action
Page 19 – Programming Tips
Page 23 – Tips for Chairing a Successful Committee
Open Brainstorming; Discussion of Outstanding Initiatives from 2014-15
“Leadership is solving problems. The day soldiers stop bringing you their problems is the day you have stopped leading them. They have either lost confidence that you can help or concluded you do not care. Either case is a failure of leadership.”

General Colin Powell, former United States Secretary of State