



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

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

**Entity Information**

Entity Name: Forum on Air & Space Law  
Staff Contact: Dawn R. Holiday  
Position: Assistant Director, Forums  
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Website: http://www.abanet.org/forums/airspace/home.html

**Top 3 Benefits Of Being A Liaison To Your Entity:**

- 1: Active participation on the Forum's Governing Committee and forum governance and membership recruitment and retention
- 2: Active participation on each Program's Planning Committee, including Speaker's events
- 3: The opportunity to interact with top professionals in the fields of aviation and space law

**Governance**

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

**Projects**

Please provide a brief description and the timing of projects you expect the liaison to participate in or is responsible for:  
The Forum likes to work with the YLD liaison to achieve membership recruitment goals, and the YLD liaison is expected to organize membership recruitment activities in accordance with a membership recruitment plan. We ask the YLD liaison to take a leadership role in recruiting new YLD members for the Forum, as well as work with the LSD liaison to raise awareness of the Forum among law students. In addition, we appreciate the YLD Liaison assisting with membership retention efforts, especially as young lawyers transition to higher dues classifications within the Association.

During the Bar Year, we expect the YLD liaison to draft a membership recruitment plan including membership activities, new member activities, writing competition(s), scholarship program(s), mentoring programs, etc. as well as implement the plan and report to the GC concerning the membership activities.

**Committee/Board/Group Participation**

Does the liaison participate in other committees/boards/groups? Yes  
If so, please include the name(s) of these committees/boards/groups: Membership

**In-person Meetings**

Number of meetings the liaison is expected to attend: 2  
If the liaison can not attend can they participate via conference call? Yes  
Timing of meetings (check all that apply):  
 Fall  ABA Midyear Meeting  Spring  Summer  ABA Annual Meeting  
 Other  
Is the liaison expected to provide an oral report? Yes  
Do you provide the liaison funding to attend in-person meetings? No  
If so, please provide funding details (check all that apply):  
 Coach Airfare  Per diem of /day  Hotel  Ground Transportation  Complimentary social event tickets  Actuals  
 Other  
Additional Comments:

**Conference Calls**

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

**Written Reports**

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

If so, how often? Semi-Annually

What does the report entail (check all that apply)?

YLD Activity Updates  Your entity's young lawyer activities  a young lawyer perspective  young lawyer feedback  
 Other

Additional Comments: Activities and events to recruit other young lawyers and membership recruitment plans.

### **Leadership Path**

Do you have a formal leadership path in place for liaisons (e.g. liaison→committee member→committee chair) No

If so please explain:

### **Please explain your entity's liaison expectations:**

1. The Forum expects our YLD liaison to attend Governing Committee Meetings and Forum Programs/Events (The Update Conference in the Winter/Spring and the Annual Meeting and Program in the Summer/Fall.)
2. The Forum expects our YLD liaison to actively participate in Governing Committee Meetings and Forum Programs/Events particularly in the area of raising issues that may be a concern for his/her peers and colleagues.
3. The Forum expects our YLD liaison to participate actively on the Membership Committee and take a leadership role in membership recruitment efforts, as well as assist with membership retention efforts relating to young lawyers.
4. The Forum expects our YLD liaison to identify potential events/programs that may be of interest to young lawyer practitioners in the field of aviation and space law and suggest an appropriate level of involvement for the Forum.
5. The Forum expects our YLD liaison to submit written reports of his/her activities prior to each Governing Committee meeting, as well as participate in the drafting and updating of the Forum's Membership Plan.
6. The Forum expects our YLD liaison to work with our LSD liaison on raising awareness of the Forum and its activities among young lawyers and law students.