



**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: ABA Center for Continuing Legal Education
Staff Contact: Richard Vittenson
Position: Deputy Director
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Website: http://www.abanet.org/cle/soundbytes/stand/home.html

Top 3 Benefits Of Being A Liaison To Your Entity:

- 1: be a part of the national leader in CLE
- 2: participate in discussion of innovative and interactive program formats of CLE
- 3: foster relationships with Association entities including SCOTIS, SOC, and CLE Chairs

Governance

Does the Liaison sit on your Council or Governing Group? Yes
If so, are they a voting member? No
If not, do you have a young lawyer representative on your Council or Governing Group? No

Projects

Please provide a brief description and the timing of projects you expect the liaison to participate in or is responsible for:
No ongoing projects, but he/she can easily take initiative to become involved in various projects.

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: He or she will be a part of a sub-committee:
Finance, Programming, or Technology.

In-person Meetings

Number of meetings the liaison is expected to attend: 4
If the liaison can not attend can they participate via conference call? 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? Yes
If so, please provide funding details (check all that apply):
 Coach Airfare Per diem of 100/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: Occasionally

Written Reports

Is the liaison expected to submit a written report to your entity? Yes
If so, how often? Quaterly
What does the report entail (check all that apply)?
 YLD Activity Updates Your entity's young lawyer activities a young lawyer perspective young lawyer feedback
 Other

Additional Comments:

Leadership Path

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

If so please explain:

Please explain your entity's liaison expectations: Come to meetings, actively participate, offer young lawyer's perspective, and involve YLD in programming that would be appropriate.