



**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 Franchising
Staff Contact: Kelly Rodenberg
Position: Forums, Director
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Website: http://www.abanet.org/forums/franchising/home.html

Top 3 Benefits Of Being A Liaison To Your Entity:

- 1: Provides a mechanism for communication to the Franchising Governing Committee regarding issues of interest to young lawyers from the Forum
- 2: Responsible for planning the Newcomer's and YLD Networking Event and coordinating the Friends of the Forum mentoring program at the Forum's Annual Meeting
- 3: Is able to write a full-length article for The Franchise Lawyer or the Franchise Law Journal

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:
Newcomers and YLD Event - takes place in October
Friend of the Forum Mentoring Program - October

Committee/Board/Group Participation

Does the liaison participate in other committees/boards/groups? No
If so, please include the name(s) of these committees/boards/groups:

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 Winter
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 \$200/day Hotel Ground Transportation Complimentary social event tickets Actuals
 Other Group meals
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? 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:

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: Historically, the YLD liaison has participated in Governing Committee meetings. Because of the Governing Committee's desire to recruit young lawyers to the Forum's membership and encourage a new generation of leaders, the Governing Committee has a special commitment to forging a close working relationship with the YLD liaison and with the YLD.

Liaison appointments are made by the YLD Chair and the ABA Board of Governors, not by the Forum Chair. Ideally, the YLD liaison appointed by the YLD Chair is someone who already belongs to the Forum and actively practices franchise law or related areas of law. The Forum Chair may want to ask the out-going YLD liaison for names of qualified candidates from the Forum's membership that the Forum Chair could propose to the YLD Chair. The Forum Chair should contact the YLD Chair to offer input and suggestions for potential candidates for the position of YLD liaison to the Forum, explaining that the Forum's goal is for the YLD liaison to play a meaningful role in the Forum's leadership.

Because of the Forum's special connection with the YLD, historically the following has been applied to the YLD liaison, but the same could apply to liaisons from other ABA entities with which the Governing Committee desires a close affiliation to advance the Forum's mission and goals: The YLD Liaison is expected to attend Governing Committee meetings, but will have no voting privileges. The YLD Liaison will have equivalent responsibilities as Division Directors (i.e., he or she must write a full-length article for The Franchise Lawyer, or the Franchise Law Journal, and accept assignments made to him or her).

The YLD liaison serves a two-year term, beginning and ending in odd numbered years. The liaison's term is based on the Association Year, see Section IV.A.2.a. The YLD's policy is to not reappoint their liaisons.

In addition to performing the responsibilities described above, the YLD liaison's duties include providing a mechanism for communication to the Governing Committee regarding issues of interest to young lawyers from the Forum, providing information regarding opportunities to work together with the YLD, and providing general insight regarding the activities of the YLD of interest to the Forum. The liaison makes periodic reports to the YLD, copies of which are provided to the Forum Chair. The YLD liaison is also responsible for planning the Newcomer's Networking Event and coordinating the Friends of the Forum mentoring program at the Annual Forum. The YLD liaison should also endeavor to assist the Forum Chair in identifying candidates to act as the next YLD liaison.