

## YLD LIAISON ENTITY INFORMATION AND EXPECTATIONS

Entity Name:

**Section, Division, or Forum  
Overview and Website**

### LIAISON RESPONSIBILITIES

Please list the entity responsibilities for your young lawyer liaison.

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**Top 3 Benefits of Being a Liaison to  
Your Entity**

1:

2:

3:

### LIAISON GOALS

Please list three goals, including deadlines, which your entity expects your young lawyer liaison to complete.

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**Entity Contact Information**

**Staff Contact:**

**Position:**

**Telephone:**

**Email:**

### GOVERNANCE

Does the liaison sit on your Council or Governing Board?

Yes                      No

Does the liaison participate in other committees/boards/groups?

Yes                      No

If so, please include the name(s) of these committees/boards/groups:

**PARTICIPATION**

**In-person Meetings**

Fall Meeting

Date:

Location:

Spring Meeting

Date:

Location:

ABA Midyear

Date:

Location:

ABA Annual

Date:

Location:

Other:

Date:

Location:

Is funding available from your entity for your liaison to attend in-person meetings?

Yes

No

If so, please provide funding details (check all that apply):

Coach Airfare

Per Diem

Hotel

Ground Transportation

Other

**Conference Calls**

Number of conference calls your liaison is expected to participate in:

**REPORTING**

**Written Reports**

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

Yes

No

If so, how often?

Monthly

Quarterly

Biannually

Other

**LEADERSHIP PATH**

Do you have a formal leadership path in place for liaisons (e.g. liaison → committee member → committee chair)?

Yes

No

If so, please explain: