



**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: Section of International Law  
Staff Contact: Leanne Pfautz  
Position: Section Director  
Telephone: 202/662-1661  
Email: pfautzl@staff.abanet.org  
Website: http://www.abanet.org/intlaw/home.html

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

- 1: Active role in the Section leadership
- 2: Speaking opportunities at Section meetings and events
- 3: Networking opportunities

**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:

**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:

**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 /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) Yes  
If so please explain: Liaisons are encouraged to take on other leadership positions, including committee vice chair and chair, task forces, etc.

**Please explain your entity's liaison expectations:** We expect our liaisons to take an active role in the Section, provide frequent communications between groups, solicit ideas on how best to work together to fulfill the missions of both entities, identify opportunities for collaboration, develop ideas for joint projects, and report regularly.