

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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-
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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: