



## 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](mailto:lugor@staff.abanet.org).

### Entity Information

Entity Name: Standing Committee on Pro Bono and Public Service  
Staff Contact: Steve Scudder  
Position: Committee Counsel  
Telephone: 312-988-5768  
Email: [scudders@staff.abanet.org](mailto:scudders@staff.abanet.org)

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

- 1: Being in a position to take a leadership role in and having ideas implemented and put into action.
- 2: Meeting and developing relationships with legal services providers and communities around the country
- 3: Satisfaction and fulfillment in knowing you are part of the worthwhile cause of helping the poor receive pro bono legal services and being a part of the equal access to justice community.

### Governance

Does the Liaison sit on your Council or Governing Group? No  
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:  
The liaison will potentially be involved with helping to design the ABA/NLADA Equal Justice Conference, providing input on the ABA Pro Bono Publico Awards Program, and participating in supporting and implementing other projects of the Pro Bono Committee.

### 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: To Be Determined

### 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 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 100/day  Hotel  Ground Transportation  Complimentary social event tickets  Actuals  
 Other  
Additional Comments: we will reimburse 50% of travel expenses as noted above

### 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? Quarterly  
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:** 1. Attendance at meetings -- committee meets four times each year, typically in September, January, at the Equal Justice Conference in the Spring, and in June. The liaison will receive reimbursement for 50% of her travel within certain limits. Reimbursement will be made on the basis of \$100 a day per diem for each meeting day plus one travel day, coach airfare and reasonable ground transportation. 2. Participation during meetings -- each liaison will receive an extensive agenda book prior to each meeting containing an agenda and all relevant supporting material. These materials should be reviewed prior to the meeting. Liaisons will have an opportunity to report on their entity's activities during the meeting, but are also encouraged to participate actively in all of the Pro Bono Committee's discussions. 3. Subcommittees -- Liaisons are welcome but not expected to participate as members of the Pro Bono Committee's subcommittees. Each liaison will be provided with a description of the activities of each subcommittee.