



**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 Public Contract Law
Staff Contact: Marilyn Neforas
Position: Section Director
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Top 2 Benefits Of Being A Liaison To Your Entity:

- 1: Incredibly welcoming Section leadership
- 2: Opportunity to really make a difference with outreach to young lawyers

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? 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: Young Lawyers Committee newly formed in 2007

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? No
Timing of meetings (check all that apply):
 Fall ABA Midyear Meeting Spring Summer ABA Annual Meeting
 Other Section Midyear Council Meeting, held in late-February or early-March
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): Up to \$1,000 for Fall, Midyear and Spring. \$300 per diem only for Annual Meeting.
 Coach Airfare Per diem of /day Hotel Ground Transportation Complimentary social event tickets Actuals
 Other Actual one night's hotel only a group rate shown in program brochure plus tax
Additional Comments: No meals, internet connections, phone, faxes, etc. Section provides council breakfast and luncheon following council meeting and Reception the night before the council meeting.

Conference Calls

Approximately how many conference calls is the liaison expected to participate in: None

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: While an oral or written report are not required, a written report would be appreciated and keep the Council up to date on the liaison's activities on behalf of the Section and YLD.

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: There is no formal leadership path. However, the Section's current YLD Liaison is so enthusiastic and effective that she has been assigned several high-level Section positions, including Co-Chair of the newly-formed Young Lawyers Committee as well as Vice-Chair of the Committees on International Procurement, Professional Responsibility and Contracting Ethics, and Membership. She's also a member of the highly-respected Long Range Planning Committee.

Please explain your entity's liaison expectations: Until recently, the Section of Public Contract Law was not assigned a Liaison by the ABA Young Lawyers Division. An active and involved YLD liaison to the Section of Public Contract law will benefit from networking with the Section's very active leadership of over 300 members from private practice, industry, and government. At least one past YLD liaison has gone on to chair the Section and become its Section Delegate. The opportunities for advancement are endless.