



**AMERICAN BAR ASSOCIATION YOUNG LAWYERS DIVISION
YLD Liaison Entity Information and Expectations**

Please save document in Mircrosoft word and email to Renee Lugo at lugor@staff.abanet.org.

Entity Information

Entity Name: Editorial board for The Brief, quarterly magazine of the Tort Trial & Insurance Practice Section
Staff Contact: Jane Harper-Alport
Position: Managing Editor
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Top 3 Benefits Of Being A Liaison To Your Entity:

- 1: Gain training and publishing experience with leading ABA publication on vast array of tort trial and insurance issues
- 2: Opportunity to meet and work with TIPS leaders and be considered for three-year term as full editorial board member
- 3: Review manuscripts on over 40 different legal subject areas and select content to develop and publish in magazine mailed quarterly to 35,000 TIPS members

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: Review lawyer-authored manuscripts, as assigned by editor-in-chief and managing editor (about 12 to 15 per year), and make recommendations to ediorial board as to whether a given manuscript should be selected to be edited and published in The Brief. Attend and participate in four editorial board meetings per year. As assigned by editor-in-chief, act as liaison between editorial board and one or more TIPS committees to (1) inform about publication opportunities in The Brief and (2) encourage committee members to submit proposals and manuscripts to The Brief in conjunction with preparation for TIPS CLE programs or otherwise.

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: Assigned by The Brief editor-in-chief to be liaison to a designated TIPS general committee to solicit content for consideration for publication (see more below under Liaison Expectations).

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: Oral report involves participation in ed board meetings and reporting on manuscripts reviewed for consideration for publication in The Brief and contacts made as liaison from the editorial board to a TIPS general committee. No oral reports necessary when written reviews or reports on other assignments have been provided ahead of a given 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? Annually

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 annual report has not previously been required, it would be helpful for the board and the managing editor to have feedback from each young lawyer liaison to the board on her/his liaison experience. All constructive comments and suggestions are welcome. TIPS is always seeking ways to involve young lawyers and to create publication content that is of interest/value to young lawyers and their practices.

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: It is possible for a young lawyer liaison to next become appointed as a full editorial board member for The Brief. Editors-in-chief are chosen from board leaders based on level and quality of service and leadership for the board.

Please explain your entity's liaison expectations: Young Lawyer liaisons to The Brief editorial board have been valuable members and have participated as fully as regularly appointed board members, providing manuscript solicitation, reviews, recommendations, and content selection at the same level as full board members. The Young Lawyer liaison will also receive an assignment to be a liaison between The Brief editorial board and a designated TIPS general committee, in order to maintain contact with committee leadership to (1) solicit material for consideration by The Brief for publication, (2) encourage committee members to create narrative manuscripts in tandem with the production of oral presentations for TIPS CLE programs, and (3) advise The Brief board about recommended article topics and practice tips to be selected/developed for publication in the magazine. The Brief welcomes and values participation and involvement by young lawyers to the fullest extent possible on The Brief editorial board, and encourages young lawyers also to support other TIPS publications and activities.