



**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: TIPS – Membership  
Staff Contact: Linda Wiley  
Position: Membership Specialist  
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Website: http://www.abanet.org/tips/home.html

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

- 1: Network with other young lawyers from all over the country. Expand your
- 2: Network with seasoned lawyers for business, job opportunities and practice development through our committees
- 3: Learn leadership skills; Make contacts to possibly get into TIPS programs specifically designed for young lawyers (TIPS Now Fellows, Trial Academy and Leadership Academy). It's still all about knowing who are the influential people.

**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? Yes

**Projects**

Please provide a brief description and the timing of projects you expect the liaison to participate in or is responsible for:  
Attend the Membership Committee meetings and volunteer for projects as needed

**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: Task Force on Outreach to Young Lawyers

**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? No  
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 Although per diems are not automatic, the liaison can request it for the day of his appointed committee's meeting when he submits his reimbursement form  
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? No  
If so, how often? Other  
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: See below

**Please explain your entity's liaison expectations:** We don't have a formal plan, but if the liaison proves to be a worker, we will make sure he or she receives a funded position for the next year. In addition, we will also get them involved in a substantive (general) committee as a vice chair, with the ultimate goal that the member work his way up the "general committee ladder". For instance, the liaison is first a vice chair, then becomes a special vice chair, (membership, newsletter or webmaster), advances to become chair-elect then chair of the general committee. During this time of climbing the "committee ladder" if he or she continues to be productive, the person might also remain a member of one of our standing committees and continue to receive funding for travel. This is significant because only the chairs and chairs-elect of a general committee receive funding.