



**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: Commission on Women in the Profession
Staff Contact: Veronica Munoz
Position: Director
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Website: http://www.abanet.org/women/home.html

Top 3 Benefits Of Being A Liaison To Your Entity:

- 1: Share information between entities
- 2: Find opportunities for collaboration
- 3: Work to advance women in the profession

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:
The liaison is encouraged to participate in any of the committees listed below. The expectation is that a liaison actively participate in at least one committee during her tenure.

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: Margaret Brent Awards Luncheon committee, Goal IX Report Card committee; Publications committee; Women of Color Initiative Committee, Women in Law Leadership Academy committee, etc.

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
Is the liaison expected to provide an oral report? Yes
Do you provide the liaison funding to attend in-person meetings? No
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:

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:

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: Liaisons are responsible for helping to build close working relationships between their sponsoring entity and the Commission, and to help foster collaborative projects when appropriate. Liaisons serve an important informational role and should be prepared to provide relevant information to the Commission regarding her entity's programs, projects, and publications. If the liaison's entity has a women's interest group (e.g., The Woman Advocate Committee of the Section of Litigation), the liaison should be able to represent the women's interest group as well as her sponsoring organization