

# ABA Law Student Division

## LIAISON CHECKLIST

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*This is an “at-a-glance” guide to your ABA Liaison responsibilities. If you have any questions, refer to the Liaison Handbook, found on the Liaison webpage, for more information or contact your assigned Liaison Coordinator (Division Delegate) -- (<http://www.abanet.org/lld/liaisons/home.html>)*

**Getting Started:** *Be a Positive Representative from the Law Student Division to the ABA Entity!*

**Preparation:** *Starting Out*

- Review the entity website for information
- Prepare goals for the upcoming year

**Communications:** *\*See Appendix II for Sample Letters\**

- Contact your liaison predecessor
  - Obtain copies of past liaison reports (can also request from Division staff)
  - Learn about current projects and entity initiatives
- Send a personal letter of introduction to the Section and its leadership
- Contact your Circuit Governor
- Contact your school’s SBA President and ABA Representative
- Know the Delegate(s) for your assigned ABA entity

**Meetings:** *You are the Face of the Law Student Division to your ABA Entity*

- Make arrangements to attend all entity meetings regardless of entity funding
- Make arrangements to attend Law Student Division Annual Meeting, Fall Leadership Summit, and Spring Circuit Meeting
- Contact your Dean for funding (*See Appendix II for Sample Letter*)

**Throughout the Year:** *Establish a Strong Rapport with Entity Members*

**Communication:** *You are the Eyes, Ears, and Voice of the Law Student Division*

- Maintain communication with the governing section, committee or other entity
  - Includes Chair, Staff Liaison, Delegate(s), and other entity leaders
- Maintain communication with the Law Student Division
  - Reports:
    - Annual Meeting/Fall Report – Due no later than October 15<sup>th</sup>
    - Midyear Report – Due no later than March 15<sup>th</sup>
    - End of the Year Report – Due no later than May 31<sup>st</sup>
  - Updates to Division leadership as issues and questions arise
  - **Leadership Directory:** <http://www.abanet.org/lld/leadership/directory.html>
- Maintain communication with the Law Student Division circuits and local law schools.
  - Contact Circuit Governor, SBA President, and ABA Representative

**Membership:** *Coordinate Activities between the Division and the Entity*

- Help ABA entities develop initiatives directly beneficial to law students such as:
  - Career tools: Websites, career fairs, professional development programming
  - Create or contribute to entity’s law student publications and committees
  - Free CLE and Entity meeting access
  - Law student webpage for the entity
  - Writing competitions

- Before implementing any new program please contact the Law Student Division.**
- Publicize any law student programs or initiatives (*See “Publicity” below*)

**Resolutions:** *Considered at the Annual Meeting (August) and Midyear Meeting (February).*

- Notify Law Student Division Chair, Division Delegates of any resolutions proposed or co-sponsored by your ABA Entity
  - *See Appendix I for Resolution Notification Form*
- Lobby ABA entity’s Delegates and officers to support Law Student Division positions in the House of Delegates.

**Publicity:** *Publicize Entity Activities that May Interest Law Students*

- Student Lawyer* magazine
  - Please e-mail your 250- 400-word article as a Word or WordPerfect document e-mail attachment to [abastulawyer@staff.abanet.org](mailto:abastulawyer@staff.abanet.org).
  - Contact staff editor Whitney Ward ([Wardw@staff.abanet.org](mailto:Wardw@staff.abanet.org)) or the current student editor.
- Law Student Division e-Newsletter
  - Email contributions for the e-Newsletter to Division staff ([abalsd@staff.abanet.org](mailto:abalsd@staff.abanet.org)) no later than the 5<sup>th</sup> of each month.
  - Published between the 10<sup>th</sup> and the 15<sup>th</sup> of each month and includes activities and events taking place over the following three months.
- Circuit Governor:
  - Contact your Circuit Governor publicize events via listserve; and
  - Promote the liaison program at Fall Leadership Summits and Circuit Meetings.
- Contact your SBA President and ABA Representative to publicize events at school

**Other Responsibilities:** *Assess the Needs of the ABA Entity*

- Specific duties depend on the requirements of the particular entity. Duties may include:
  - Working on special projects
  - Taking minutes at meetings
  - Developing a webpage dedicated to law students on the entity’s website
  - Writing a law student newsletter to student section members

**Exiting Liaisons:** *Thank You!*

- Send a thank you letter to the entity for the past year of representation
- Contact the newly appointed liaison and providing the following information:
  - A summary of the entity's activities the preceding year
  - A summary of projected activities for the upcoming year
  - Contact information for the entity
  - All existing projects or responsibilities
- Transfer any files or pertinent information from the entity to successor