

**American Bar Association
Law Student Division**

**ABA Representatives
ROLE AND RESPONSIBILITIES**

ABA Law Student Leader

The ABA Representative is one of the most important positions in the ABA Law Student Division. ABA Representatives serve as the link between the Division and law students in their school.

Along with the SBA President, the ABA Representative serves as one of their school's two official voting delegates to the ABA Law Student Division Assembly (the policy-making body of the Division). The Assembly convenes annually at the ABA Annual Meeting to review and to vote on policy issues affecting law students, legal education and the legal profession. The Assembly delegates also elect the Division's three delegates to the ABA House of Delegates, and the SBA Presidents also elect the Division's Vice Chair-SBA.

The primary purpose of the ABA Representative is to advocate on behalf of ABA Law Student Division members at their school, serve as the school's point person on the ABA and the Law Student Division, to promote the ABA and Law Student Division, and to communicate the benefits and value of ABA membership at their school. The success of the Division depends on the involvement and commitment of ABA representatives. This is especially critical when issues relating to legal education and legal education standards are up for review and comment. The Division relies on the Reps and the SBAs to relay this information to their fellow students and to provide the Division with input on behalf of their school.

Like SBA Presidents, ABA Reps receive leadership training and information about the Law Student Division, consider resolutions for consideration before the Assembly, and participate in roundtable discussions to exchange best practices with other law school leaders and to discuss common issues of concern at their respective schools.

Election/Selection of ABA Representative

The selection process for ABA Representatives varies from school to school and the term of office is generally one year. At some law schools, the Student Bar Association President appoints the representative, while at others, an election is held. While Article 3, Section 3.3, ABA Representatives, of the Division Bylaws allows law schools to determine the manner of selection; the election of ABA Representatives is highly recommended. The responsibilities of the ABA Representative may be delegated or shared by multiple representatives. However, for Division purposes, a primary representative must be declared, who is a member in good standing of the ABA, for voting in the Assembly and to serve as the Division's principal contact. It is at the discretion of the individual representative based on their school's policies to determine how they wish to accomplish their responsibilities during their term.

A. Register as ABA Representative - www.abanet.org/lzd/schoolreps/reporting.html

As law school elections take place and ABA Representatives leave office and new representatives assumes those positions, representatives should advise the Division using the electronic reporting form at <http://www.abanet.org/lzd/schoolreps/reg.html>. By using this reporting form to announce your law school election results, your incoming law school representative will:

- be certified to vote in the Assembly;
- be subscribed to the ABA Representatives list serve; and
- receive all the necessary materials and an ABA Representative's box prior to your law school's first orientation.

Immediately after election/appointment, ABA Representatives should contact their Circuit Governor and complete the ABA Election Reporting Form at www.abanet.org/lzd/schoolreps/reporting.html. It is important for the Division to have a current listing of all ABA Representatives, their names, addresses, phone, and email so they may be informed of programs, activities and opportunities on a timely basis. Once an ABA Representative has submitted his/her reporting form (www.abanet.org/lzd/schoolreps/reporting.html), he/she is eligible for a subscription to the ABA Representatives List Serve (electronic discussion group), which will allow him/her to share law student concerns, issues and ideas about membership recruitment and receive notices of law student activities, programs, competitions and scholarship opportunities.

B. Develop an Action Plan

One important duty of an ABA Representative is to develop an Action Plan based on their school's individual needs. The Action Plan should set goals and objectives for the upcoming year. The Action Plan should include, at a minimum, goals and strategies for membership, resolutions, programs/activities, and dissemination of information to the student body.

The following calendar of events should aid ABA Representatives in their formulation of an action plan. This calendar provides a rough outline of Division activities and when they generally occur.

C. Calendar of Events

July/August

1. Request dean support the ABA law student discounted group billing program by signing up all 1Ls or all law students to provide them with experience and benefits of the ABA.
 - o Law school pays law student dues at special discounted rate
 - 20% discount per student if enrolling all 1Ls
 - 30% discount per student if enrolling all law students
2. Annual Meeting: ABA Representatives Orientation Session; Division Delegates elected; resolutions considered; Work-A-Day kickoff.
3. Set up a membership table during orientation.
4. Speak to first year classes (if possible during orientation week). Promote 3 years for \$60 to 1Ls.
5. Develop strategy for Fall Membership Drive--promote Kaplan-PMBR discounts, Hertz discounts and rentals to students under the age of 25; Bar/Bri scholarship, student injury and sickness, auto and home/renters insurance plans.
6. Promote participation in the Division competitions. Refer to www.abanet.org/lsd/competitions/ for additional information or 312.988.5622 for replenishment of competition promotional materials.

September

1. Membership table during the first weeks of school. Promote 3 years for \$60.00 (20% savings) to 1Ls.
2. Encourage intra-school Arbitration and Negotiation Competition and participation in the Regional Arbitration Competition (Entry deadline – September 18) and Regional Negotiation Competition (Entry deadline – September 18).
3. Finalize Work-A-Day plans (www.abanet.org/lsd/work-a-day/home.html).
4. Begin organizing your school's Volunteer Income Tax Assistance program if one is not already in place at your law school (www.abanet.org/lsd/vita/home.html).

October/November

1. Fall Roundtable Circuit Meeting held prior to November
2. Membership renewal drive.
3. Work-A-Day (www.abanet.org/lsd/work-a-day/home.html).
4. Encourage intra-school Client Counseling and National Appellate Advocacy Competition and participation in the Regional Client Counseling Competition (Entry deadline – October 23) and the Regional National Appellate Advocacy Competition (Entry deadline – November 6). Refer to www.abanet.org/lsd/competitions/ for additional information or 312.988.5622 for replenishment of competition promotional materials.
5. Begin making plans for your March 2 Diversity Day activities (www.abanet.org/lsd/diversity/home.html).
6. Begin making plans for your March 27 National Law Student Mental Health Day (www.abanet.org/lsd/mentalhealth/home.html).
7. Begin recruiting applicants for Division leadership positions. Nominations must be postmarked beginning January 15 (www.abanet.org/lsd/elections/home.html).

December/January

1. Continue recruiting applicants for Division leadership positions (www.abanet.org/lsd/elections/home.html).
2. Encourage student nominations for Law Student Division Representative to the ABA Board of Governors (postmarked deadline – January 15) (www.abanet.org/lsd/elections/home.html).
3. Plan Spring Membership Drive.
4. Review and implement Action Plan.

5. Encourage student nominations for ABA Law Student Division Awards (postmark deadline – April 1). (www.abanet.org/lsd/awards/home.html).
6. Finalize your law school's March 2 Diversity Day activities (www.abanet.org/lsd/diversity/home.html).
7. Finalize plans for your law school's March 27 National Law Student Mental Health Day (www.abanet.org/lsd/mentalhealth/home.html).
8. Encourage law students at your law school to submit their stories of how their student loans are limiting their ability to enter public service (www.abanet.org/lsd/legislation/home.html).

February/March

1. Encourage student nominations for Officers (except Vice Chair-SBA), Circuit Governors, and *Student Lawyer* Student Editor (postmarked deadline – February 1) (www.abanet.org/lsd/elections/home.html).
2. Spring Conference Circuit Meeting held in February/March. (SBA Presidents and ABA Representatives elect Circuit Governor at Spring Conference.)
3. Encourage student applications for Liaisons, National Student Directors and Project Directors (postmark – February 15).
4. New School Representative elected/appointed. Outgoing ABA Representative assists new ABA Representative in transition. Notice/announcement sent to ABA Law Student Division. New ABA Representatives completes and submits Reporting Form. (www.abanet.org/lsd/schoolreps/reporting.html).
5. Encourage student nominations for ABA Law Student Division Awards (postmark deadline – April 1). (www.abanet.org/lsd/awards/home.html).

April/May

1. Encourage student nominations for ABA Law Student Division Awards (entry postmark deadline – April 1). (www.abanet.org/lsd/awards/home.html)
2. Contact Deans, SBAs and other sources to request funding to attend the ABA Annual Meeting (Representative Funds cannot be used for Annual Meeting expenses).
3. Third Year Membership Drive--Push Kaplan-PMBR discount.
4. Obtain incoming student list from Office of Admissions and create a pre-registration mailing (ask to include a letter/brochure regarding the Division).
5. Encourage student nominations for Vice Chair-SBA and Division Delegates (postmarked deadline – June 1).
6. Begin initial planning for Work-A-Day (first two weekends of October).
7. Register for the ABA Annual Meeting at the Early-Bird Discount Rate

June/July

1. Encourage student nominations for Vice Chair-SBA and Division Delegates (postmarked deadline – June 1).
2. Deadline for Resolutions to be submitted to the Division Assembly (Wednesday closest to June 15).
3. Membership recruitment letter with application to be sent in orientation packets for all first year students.
4. Review and implement Action Plan.
5. Promotional materials for membership campaigns mailed to ABA Representatives. Material mailed to law school for pick-up by representatives. Representatives who do not receive promotional materials should contact the ABA Membership Marketing Department (312.988-5521 or 800.285.2221 x5521).

D. Membership Recruitment

One of the responsibilities of ABA Representatives is to communicate the value and benefits of ABA membership at their school. There are countless benefits and services available to ABA law student members from competitions (with cash prizes) to networking and discounts on programs, publications and memberships to specialty practice area sections. As a leader in your law school, you should regularly communicate the ABA opportunities, discounts and services to your fellow law students.

Representatives should use the Membership Recruitment Checklist to keep track of their membership efforts and the Monthly Membership Report (www.abanet.org/lsd/membership/mmr/) to review the success of their efforts and to set new goals. Division members with specific questions or concerns concerning membership may be advised by ABA Representatives to contact Carol Simmons at 312/988-5125 or the ABA Service Center at 800.285.2221).

E. Why Should I Join the ABA?

ABA Representatives should be prepared to answer the "*Why should I join the ABA?*" question. The following information is provided to help answer this very important question.

1. Window to the Outside World

Division membership provides a critical window for law students to look outside law school and into the issues legal facing professionals. Membership in the Division allows students to join the world's largest professional organization of lawyers.

Members receive subscriptions to both the *ABA Journal* and the *Student Lawyer* magazine. These publications provide a wealth of accurate, concise and timely information to help students "get a jump" on the real world. In addition, each week, law student members receive the eJournal, updating them on timely issues confronting the legal profession. The Division's monthly eNewsletter provides timely information on opportunities that may be of particular interest to law students interested in cultivating their legal career and building a strong resume through networking, legal education and career development events sponsored by the ABA.

2. Insight into Specific Fields of Law

Law students may choose from over 30 specialty Sections, Divisions and Forums to gain practical information and take advantage of opportunities to network with law professional prominent in their field. Through Section, Division or Forum membership, law student have the opportunity to work with and learn from nationally recognized experts, receive award-winning journals and targeted newsletters, have access to multiple networking opportunities with legal professional in that practice area, and much more. The vast majority of ABA specialty entities offer free or substantially reduced dues (from \$5 to \$20) to law students who wish to explore their specific area of law and gain unique insights into that field. (For a complete list of links to ABA entities, please visit - www.abanet.org/abasource/sdf.html)

3. Professional Development

Membership in ABA specialty entities allows students to interact and learn from leading attorneys in that field. By joining individual specialty entities, students interested in a particular field of law can receive detailed information on the latest events and trends in that field. This is an excellent opportunity for students who are undecided on a particular area of law to explore different practice specialties first-hand.

Division members may obtain publications that allow them to explore different fields of law and make career decisions. The Division's Career Series offers students a preview of various areas of law from the perspective of attorneys who practice in that field. Each book contains practical tips on entering the field, including courses to take, recommended work experience, and how to make contacts. Special discounts are available to Division members. For additional information, visit www.abanet.org/abastore/ and search keyword, "Career Series".

4. Leadership Opportunities

The Division provides a unique forum for student involvement and leadership development in the largest national legal organization. Leadership positions are available on a school, regional and national level. On a school level, members may serve as ABA Representatives. On a regional level, members may serve as Circuit Governors or Lieutenant Governors. On a national level, members may serve as National Officers, Division Delegates, or Liaisons. Additionally, members may be appointed National Student Directors of the following programs: Arbitration Competition, Client Counseling Competition, National Appellate Advocacy Competition, Negotiation Competition, and Volunteer Income Tax Assistance (VITA) program. The Division also appoints two Project Directors: one Project Director to work on the Law Student Mental Health Initiative and the other to work on the Veterans Advocacy Initiative.

5. Discounts on Products and Services

Division members receive discounts on many products and services. These discounts are provided through the ABA Membership/Marketing Department and are designed to help reduce the costs of attending law school and practicing law. In addition to the general benefits provided by the ABA Membership/Marketing Department, Law Student Division members also receive discounts and other incentives on:

a. Kaplan PMBR – www.kaplanpmb.com

Kaplan-PMBR specializes in preparing students for the Multistate Bar Examination. Students who supplement their general bar review courses with Kaplan-PMBR often achieve the highest MBE scores in many jurisdictions. Your membership in the Law Student Division entitles you to substantial discounts on Kaplan-PMBR course tuition. Members receive a \$50 discount off the three-day course offered nationwide, or a \$100 discount off the six day workshop if they apply early.

b. Bar-Bri – www.barbri.com

ABA Law Student Division members are eligible to apply for partial Bar/Bri bar review course scholarships (www.abanet.org/lsd/barbri.pdf).

- c. **UnitedHealthcare Student Injury and Sickness Insurance** – www.uhcsr.com/ABA/
The ABA Law Student Division offers students an opportunity to purchase health insurance, including their spouse/domestic partner and/or children. Law students who are currently enrolled in the Division's health insurance plan, may extend coverage for up to one year after graduation, provided there is no break in coverage and the student meets all eligibility requirements.

The plans (high option and law option) are offered through UnitedHealthcare Student Resources at a reasonable cost. As an ABA Law Student Division member enrolled in law school for a minimum of eight credit hours, you, your spouse/domestic partner and dependent children under age 19 or 23 if a full time student at any accredited school, financially dependent on the insured ABA Law Student Division member are eligible to enroll. Coverage is effective on the date your premium and application are received by the insurance company. Premium rates include a fee that supports the work of the Law Student Division of the American Bar association. As long as you meet the eligibility requirements you will be accepted in the plan. There are no health questions. Your cancelled check or charge authorization is your receipt of premium payment. An I.D. care will be sent to you as confirmation of payment as well.

Note: You can continue the ABA Law Student Division Student Health and Accident Insurance Plan for up to one full year after your graduation date from law school, provided there is no break in coverage.

- d. **Homeowners and Auto Insurance** (www.abiins.com)
A new benefit offering high-quality auto, homeowners and renters insurance at low group rates is available from Liberty Mutual and American Bar Insurance (ABI). For a free, no-obligation quote call 800.955.3379. You can save hundreds of dollars a year on auto insurance and even more by insuring your home as well through Liberty Mutual's Group Savings Plus®.
- e. **Hertz Rental Car** – www.abanet.org/advantage/hertz/ or 800.654.2230
Under 25? ABA Law Student Division members can rent a car without underage surcharges, thanks to the ABA's program with Hertz. Mention CDP#13000 when contacting Hertz.
- f. **Starwood Hotels & Resorts** – www.abanet.org/starwoodpromos.com/ABA or 877.782.0004
Preferred Rate Hotel Program provides ABA members with discounts of up to 40% at luxury hotels in the U.S. and abroad.
- g. **Sprint** – www.sprint.com/aba or 866.647.3934
Enjoy discounts of up to 15% off regularly-priced service.
- h. **Bank of America** – <https://www.applyonlinenow.com/us/ABA/>
The ABA credit card from Bank of America rewards you for your everyday purchases and gives you the financial power and flexibility you need.

F. Dissemination of ABA Law Student Division Information to Student Body

There are numerous untapped resources available for students from scholarships and externships to case prizes for competitions to opportunities to provide input on legal education standards and associated issues. ABA Representatives are encouraged to inform their student body about Division activities, programs and opportunities.

A bulletin board is the simplest way to achieve this task. The ABA Representative's name and email should be posted, as well as the names of other students who are actively involved with the Division at the school. Representatives should post information concerning contests, competitions, available positions, upcoming meetings and events, etc. Representatives should make applications available in the appropriate place at school.

ABA Representatives should also try to use any other means available such as writing notices on classroom boards, leaving notes in mailboxes/folders, sending out emails, setting up information tables, making announcements in front of classes, holding brown bag lunches, etc.

G. Funds Available (www.abanet.org/lstd/schoolreps/fund/)

1. Representatives Funds (www.abanet.org/lstd/schoolreps/fund/)

The Division sets aside a fund for ABA Representatives based on the size of the school and number of members. This fund may be used to help offset costs for ABA Representatives to travel to circuit meetings and for membership activities. Since this is a limited fund pool, reimbursement is provided to schools on a first-come, first-serve basis. The application is available at www.abanet.org/lstd/schoolreps/fund/. Contact your Circuit Governor or the Chicago

office for more information about the School Representative Fund. Requests for use of funds must be made **in writing and in advance** for review and approval by the Secretary-Treasurer and Division Director.

2. Membership Fund (www.abanet.org/lsd/schoolreps/fund/)

In order to encourage membership drives, the Division has set aside funds to assist schools in their membership efforts. These funds provide up to \$100 per school per year in membership efforts such as: hosting membership activities, printing banners, providing membership drive raffle prizes, etc. Membership funds **cannot** be used for travel to any meetings. Since this is a limited fund pool, reimbursement is provided to schools on a first-come, first-served basis. The application is available at www.abanet.org/lsd/schoolreps/fund/. Please contact the Division office for information. Requests for use of funds must be made **in writing in advance** for review and approval by the Secretary-Treasurer and Division Director.

3. Grant Program (www.abanet.org/lsd/grant.html)

The ABA Law Student Division, through its Grant Program, provides financial and program support to student organizations of ABA-approved law schools to establish **new first time** programs and other activities that emphasize diversity, ethics, professionalism training and public interest/service activities.

The Grant Program is designed to assist law student organizations that implement **new** programs. By helping student groups achieve a successful **first-time event**, the Grant Program anticipates that a law school dean, student bar association, or other organization will thereafter find financial support for the event in successive years. The Grant Program is not intended to support fundraisers, to be used as a source for donating to charitable organizations or to be a source for funding student travel. ABA Law Student Division sponsored events should benefit a significant number of students. Requests for incidental costs such as travel, lodging, speaker honorariums or other personal expenses generally do not fall within the program criteria.

Any entity or individual at an ABA-approved law school is eligible to submit a grant application. A school may submit more than one application a year. Awards will be based on the submission of well-developed proposals in accordance with the application instructions, with preference given to those that display a benefit to the community, law students, and the profession. Because the Grant Program has a limited amount of resources, all proposals will be closely examined so funds can be disbursed to as many programs and schools as possible. The maximum possible award allowed is \$500 per application and project.

Law schools may apply for funding to conduct programs and activities taking place between September and May of each year. Applications should be **submitted a minimum of four weeks prior to the date of the project**. Applications must be submitted **via email** to the Chicago office and the Secretary-Treasurer and must contain all requisite information and accompanying materials. The Division expects that an application will have all available background detailed in the application, specific budgetary figures and detailed information to aid the committee in its review. Appropriate information to include would be the origin of the program, the purpose it seeks to fulfill, the means by which it will be accomplished, and all alternate funding that is being sought and that has been secured.

All completed applications, including budgets, will be reviewed by the Division upon submission. Preference will be given to first time programs or projects that display a benefit to the community, law students, and the profession. In addition to the application, the following factors may be considered:

- Detailed description of the event/activity, including origin of program, purpose of program, targeted audience, list of all planned participants/speakers (including their titles and affiliations).
- Budget – request must include a detailed budget of all anticipated expenses and projected revenue/funding. Expenses for food (please specify) and beverage (please specify) should be detailed by per person costs.
- List all sources of funding and the amounts. Please explain if the law school/administration will provide funding and how much. If no funding from the school/administration has been allocated, please explain.
- Explain the necessity of funding for this program/activity. What, if any, expenses can you eliminate if ABA Law Student Division funding is not secured?
- Have you requested or received Division funding for another activity this year or any other year?
- How will this program benefit law students, the legal profession and community?
- What is the likelihood that this program/activity will continue next year? Please explain.
- What level of involvement does your law school/student organizations currently have in the ABA Law Student Division?
- Are your law school's ABA Representative and SBA President ABA Law Student Division members? If yes, to what degree are they active in the organization?
- How many ABA Law Student Division members are currently in your law school?

The application (provided electronically or in [pdf](#) or [MSWord](#) format) is available online at www.abanet.org/lsd/grant/.

Generally, notification is sent via email to the appropriate contact within two weeks of receiving the grant, provided no additional information is requested by the committee. Please contact your Circuit Governor, ABA Representative, SBA President, National Officer, or the Chicago office for information.

H. Membership Awards (www.abanet.org/lsd/awards/home.html)

Each Spring, the circuit governor awards the Bronze Key to the law school with:

1. the highest number of members at his/her school;
2. the highest increase in members, and
3. the highest percentage of members.

Additionally, schools may submit nominations for the Membership and Activity Award. Applications for the Membership and Activity Award must be postmarked by April 1st. The winner of the Membership and Activity Award is announced at the Annual Meeting.