

2010-2011 ABA YLD Position Expectations

SENIOR LEVEL POSITIONS: Directors and Coordinators

Administrative Director

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:

- ✓ Actively participate in related meetings and activities
- ✓ Oversee the YLD's 34 District Representatives
- ✓ Run the Council Meeting at the Chair's discretion
- ✓ Manage the Council reporting process and meeting agenda
- ✓ Fulfill other duties as assigned by the Chair
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Train your successor

Position requirements: Multiple years of Division involvement is required. Past service as a District Representative is preferred.

Time commitment: 20 to 40 hours monthly.

Affiliates Director

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly. It also handles all aspects of the division's relationship with and service to state, local, and minority young lawyer organizations.

Expectations:

- ✓ Actively participate in related meetings and activities
- ✓ Lead the Affiliate Assistance Team
- ✓ Oversee the Chief Judge of the Awards and Subgrants Team
- ✓ Plan and execute Affiliate based programming at the Division's Fall or Spring conference
- ✓ Develop joint programming with the Division of Bar Services to benefit Affiliates, which may include Bar Leadership Institute (BLI) representation
- ✓ Ensure the current roll of Affiliates is active
- ✓ Recruit and retain Affiliates
- ✓ Review and ensure that Affiliate contacts (Chair, Chair-Elect, staff) are accurate
- ✓ Understanding the development and suggest content for the Division's Affiliate newsletter and e-Affiliate
- ✓ Ensure Affiliate site visits are fulfilled as requested and authorized
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Train your successor

Position requirements: Prior service on the Affiliate Assistance Team and/or leadership of state or local young lawyer organizations is preferred.

Time commitment: 20 to 40 hours monthly.

Committee Director

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:

- ✓ Actively participate in related meetings and activities
- ✓ Supervise corresponding Committee Chairs and Vice-Chairs
 - Train Committee Chairs and Vice-Chairs
 - Ensure the Committee Chairs and Vice-Chairs are able to achieve their expectations and follow ABA and ABA YLD Policies
 - Provide regular communications to Committee Chairs and Vice-Chairs
 - Work with Chairs and Vice-Chairs to produce written content for the division's website and publications, including relevant e-newsletters
 - Ensure that Committees are actively participating in public and member service projects, including developing appropriate programming and content
 - Improve work relationship between YLD Committees and corresponding ABA entities (where applicable)
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Train your successor

Position requirements: Prior service as a Committee Chair or Liaison is preferred.

Time commitment: 15 to 25 hours monthly.

Communications Director

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:

- ✓ Actively participate in related meetings and activities
- ✓ Ensure Division-wide internal "look and feel" and content consistency
- ✓ Oversee the implementation of the Division's strategic communications plan
- ✓ Coordinate and facilitate information exchanges between Division leaders
- ✓ Monitor and facilitate discussion on the division's social media channels
- ✓ Produce the Annual Report
- ✓ Create the welcome message for DR/NRs to send to Affiliates and the four DR/NR affiliate report templates which highlight a timely wrap-up of our 4 conferences
- ✓ Create the welcome message for liaisons to send to their entities and the four liaison report templates which highlight a timely wrap-up of our 4 conferences
- ✓ Create and identify internal and external content repurposing opportunities
- ✓ Oversee the efforts of *The Young Lawyer* and *The Affiliate Newsletter* Editors, the Technology and Sponsorship Chairs, and the YLD communications liaisons: Standing Committee on Strategic Communication (SCSC), Standing Committee on Publishing Oversight (SCOPO) Liaison, and the ABA Journal Liaison.
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Train your successor

Position requirements: Prior leadership of, or service on, the Technology Team, *The Young Lawyer* Editorial Board, or *The Affiliate* Team is preferred.

Time commitment: 20 to 40 hours monthly.

Conference, Program and Product Director

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:

- ✓ Actively participate in related meetings and activities
- ✓ Oversee all aspects of the YLD's four national conferences, our New Partner Conference, and our distance learning and product opportunities
- ✓ Ensure programming is consistent with our public and member service initiatives and Diversity Plan
- ✓ Implement non-conference programming including teleconferences, affiliate outreach, bar leadership programs, and stand alone CLE/professional development programming
- ✓ Expand the ABA YLD product offerings including publications
- ✓ Identify and grow relevant co-sponsorship relationships
- ✓ Develop ways for the ABA YLD to establish itself as the expert on Young Lawyers at ABA Midyear and Annual Meetings (e.g. Presidential CLE Center Showcase)
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Train your successor

Position requirements: Multiple years of Division involvement is required. Past leadership or service on the National Conferences, Affiliate Assistance, or Programming Teams is preferred.

Time commitment: 20 to 40 hours monthly.

Diversity Director

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly. This position also oversees all YLD diversity initiatives.

Expectations:

- ✓ Actively participate in related meetings and activities
- ✓ Ensure compliance and coordination with the Division's Diversity Plan (www.abanet.org/yld/diversityplan.pdf)
 - Educate leadership about ABA Goal III and encourage diverse speakers on all YLD programs in coordination with the Conferences, Programs, and Products Director. Reach out to YLD national affiliates and other diversity organizations and coordinate efforts where possible
 - Ensure at least one diversity-related program slated for each YLD conference
- ✓ Lead the Diversity Team
 - Supervise the diversity related Committees and Liaisons to various ABA diversity-based commissions and groups
 - Oversee the Division's four National Representatives
 - Ensure that ABA Scholars and their alumni are properly introduced to the YLD and aware of YLD initiatives of interest
- ✓ Attend all Committee/Liaison calls
- ✓ Oversee the YLD Scholarship program and its alumni group
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Train your successor

Position requirements: Prior leadership or service on the Diversity Team is preferred.

Time commitment: 20 to 30 hours monthly.

Liaison Vice-Director

This position is part of the Senior Leadership Team, ABA YLD Cabinet and currently an ABA YLD Council Special Guest. We anticipate the current ABA YLD Council will approve this position becoming a permanent non-voting member of the ABA YLD Council at its 2010 May meeting.

Expectations:

- ✓ Actively participate in related meetings and activities
- ✓ Work with the Conference, Program & Products Director and Liaisons to produce related content. This content includes conference and non-conference programming, three 201 Practice Series articles from each liaison, and substantive articles for the YLD publications and website
- ✓ Provide regular communications to Liaisons about the YLD
- ✓ Oversee YLD Liaisons
 - Train Liaisons
 - Ensure the Liaisons are able to achieve their expectations and follow ABA and ABA YLD Policies
 - Provide regular communications to Liaisons about the division
 - Encourage Liaisons to submit required reports to YLD and entity represented
 - Follow-up on issues raised by Liaisons, including exploring opportunities and bringing potential problems to the attention of relevant leadership
 - Facilitate co-sponsorship opportunities between the ABA YLD and the entities to which we designate Liaisons
 - Work with Liaisons to produce written content for the division's website and publications, including relevant e-newsletters
- ✓ Maintain appropriate contact with other ABA leaders and staff
- ✓ Troubleshoot overarching issues and adjust liaison expectations as needed
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Train your successor

Additional requirements for Liaison Vice-Director to Membership Entities:

- ✓ Participate in Section Officers Conference (SOC) Membership discussions
- ✓ Create and implement a method to collaborate/communicate with ABA Section young lawyer groups to understand their function and provide joint programming/planning in coordination with related liaison, if applicable.
- ✓ Serve as a YLD representative on [The Rosner & Rosner Young Lawyers Professional Award](#) Selection Committee.

Position requirements: Prior service as a Committee Director, Committee Chair or Liaison.

Time commitment: 20 to 40 hours monthly.

Membership Director

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly. This position also oversees the division's ABA membership recruitment and retention efforts

Expectations:

- ✓ Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ Lead the YLD Membership Board
- ✓ Oversee and coordinate with the YLD Liaisons to the ABA's Standing Committee on Membership (SCOM), ABA Day Committee, and Law Student Division, as well as the Law Student Outreach Committee. Although the Law Student Division Chair reports directly to YLD Council, the Membership Director would coordinate that person's efforts as needed
- ✓ Strategically plan with the Membership Board on how to best serve existing YLD members and welcome new ones
- ✓ Update YLD leadership on ABA membership efforts
- ✓ Improve relationships with ABA sections, divisions, and forums by coordinating related young lawyer efforts, programs at law schools, and, in cooperation with the Public Service Director, entity public service resources
- ✓ Explore YLD connection with law school alumni associations
- ✓ Work with the Communications Director to create and circulate a "canned" communications for relevant constituents, including outgoing LSD and YLD members
- ✓ Educate YLD district representatives, committee chairs, liaisons, and Ambassadors on what young lawyers
- ✓ Ensure the ABA Welcome Stream meets new lawyer needs and interests and properly introduces new members to the YLD
- ✓ Regularly analyze and report on membership numbers and trends
- ✓ Develop member benefits
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Train your successor

Position requirements: Prior service on the Membership Board, Member Service Project Team, or local and state membership programs is preferred.

Time commitment: 20 to 40 hours monthly.

Public Service Director

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:

- ✓ Actively participate in related meetings and activities
- ✓ Oversee all the division's public service efforts and coordination with other ABA entities, affiliates, and members
- ✓ Oversee the Division's public service projects, their leaders, and related education
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Train your successor

Position requirements: Interest in and experience with public service projects.

Time commitment: 20 to 40 hours monthly.

Civics and the Law Academies Coordinator

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a non-voting member of both the ABA YLD Council and the YLD Assembly. The Civics and the Law Academy is an ABA Presidential initiative involving a 3-day law camp for high school students. The program will be held in various locations over President's Day Weekend.

Expectations:

- ✓ Actively participating in meetings and activities of the ABA YLD Council and the ABA YLD Assembly
- ✓ Coordinate the division's involvement and securing ABA YLD Affiliate participation
- ✓ Provide the Public Service Director with quarterly reports

Position requirements: This entry level position requires no prior experience.

Time commitment: 10 hours monthly, with 20 to 40 in January and February.

Disaster Legal Services Coordinator

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a non-voting member of both the ABA YLD Council and the ABA YLD Assembly. The Disaster Legal Services program is a Federal disaster legal assistance program operated by the ABA YLD pursuant to a memorandum of understanding with Federal Emergency Management Agency (FEMA), a division of the Department of Homeland Security.

Expectations:

- ✓ Actively participate in meetings and activities of the ABA YLD Council and the ABA YLD Assembly
- ✓ Oversee the Division's contractual obligations with FEMA
- ✓ Coordinate with the Administrative and Diversity Director to train and mobilize the District and National Representatives
- ✓ Work with local and state bar associations to facilitate FEMA's legal service response to a disaster
- ✓ Help states create and update their disaster plans and coordinate such efforts with related groups such as the Law Student Hurricane Network
- ✓ Coordinate with related senior bar initiatives, including the work of the ABA Special Committee on Disaster Response and Preparedness
- ✓ Mentor the DLS Vice-Coordinators so one may seamlessly assume the role of DLS Director in the future
- ✓ Make presentations to outside organizations
- ✓ Provide the Public Service Director with quarterly reports
- ✓ Train your successor

Position requirements: Past experience coordinating or participating in disaster assistance is preferred.

Time Commitment: Depending upon the number and severity of disasters declared during the year, this position may require a significant time commitment.

Law Day Video Contest Coordinator

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a non-voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:

- ✓ Actively participate in related meetings and activities
- ✓ Oversee all aspects of the Law Day Youtube Contest and coordinates efforts with our affiliates and members
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Train your successor

Position requirements: Interest in and experience with Law Day Youtube projects.

Time commitment: 20 to 40 hours monthly

National Conferences Coordinator

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a non-voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:

- ✓ Supervise the National Conferences Team
- ✓ Oversee all aspects of first time conference attendees, including first timer programming and personal contacts
- ✓ Have a visible presence at each of the Division's four conferences, including at the registration desk
- ✓ Conducting "Who We Are, What We Do" program and other first time conference attendee programs
- ✓ Educate conference and meeting attendees regarding network events
- ✓ Assist Division staff to ensure that the events occur as planned
- ✓ Coordinate with Membership Director to track and retain new conference attendees
- ✓ Provide the Program, Conference and Product Director with quarterly reports
- ✓ Train your successor

Position requirements: Prior experience on other ABA YLD Teams, specifically a Conference Team is preferred; must be extremely familiar with ABA YLD.

Time commitment: 15 to 30 hours monthly.

New Partner and In-House Council Conference Coordinator

This position is part of the Senior Leadership Team, the ABA YLD Cabinet and a non-voting member of both the ABA YLD Council and the ABA YLD Assembly.

Expectations:

- ✓ Execute and coordinate all aspects of the New Partner Conference
- ✓ Provide the Program, Conference and Product Director with quarterly reports
- ✓ Train your successor

Position requirements: Prior conference oversight and strong communication skills are preferred.

Time commitment: 20 hours monthly.

Senior Advisor: Serving Our Seniors

This position is part of the Senior Leadership Team and a ABA YLD Cabinet and Council (non-voting member) Special Guest. The 2010-2011 Public Service Project "Serving Our Seniors" will focus on providing pro bono legal services to the elderly. The program will assist with legal issues, such as understanding government benefits, health insurance coverage issues, estate planning, and advance directives. Young lawyer participation may include the drafting of wills, directives, and powers of attorney at assisted living facilities.

Expectations:

- ✓ Oversee the division's efforts to publicize and implement the project
- ✓ Facilitate the implementation of the project by YLD affiliates in coordination with the Administrative and Affiliates Directors
- ✓ Tracking project implementation
- ✓ Organize onsite project implementation at the division's four conferences
- ✓ Articulate how and where affiliates can gain access to more information about the project
- ✓ Provide the Public Service Director with quarterly reports
- ✓ Train your successor

Position requirements: Past participation in the implementation of division, state, local or specialty bar projects is preferred.

Time commitment: 20 to 40 hours monthly.

BOARDS

Membership Board – Member

This board is appointed by the incoming Chair, Chair-Elect, and Secretary-Treasurer.

Expectations:

- ✓ Follow the directives and assist in the initiatives of the Membership Director
- ✓ Oversee and implement the Division's membership recruitment and retention efforts
- ✓ Coordinate with other teams and boards to carry out membership efforts
- ✓ Train your successor

Position requirements: Experience in membership recruitment, retention, or marketing for a local or voluntary state organization and active participation in the Division is preferred.

Time commitment: 5 to 15 hours monthly.

The Young Lawyer Editorial Board – Editor, Associate Editor, and Assistant Editor

The Young Lawyer, circulating to over 150,000 readers, is the Division's practice-oriented publication which focuses on matters of interest for the new lawyer.

Expectations:

- ✓ Oversee the board (Editor)
- ✓ Attending orientation and planning conference calls (All)
- ✓ Recruit authors (All)
- ✓ Writing - Limited (All)
- ✓ Editing (All)
- ✓ Proofreading (All)
- ✓ Categorizing articles for online archiving (All)
- ✓ Provide the Communications Director with quarterly Reports (Editor)
- ✓ Train your successor (all)

Position requirements: Past law review or publication experience is helpful. Writing and editing samples will be requested. Applicants should be good writers and enjoy the editing process.

Time commitment: 10 to 20 hours monthly.

TEAMS

Affiliate Assistance Team – Vice-Director and Member

Expectations:

- ✓ Designing and implement bar leadership programming at national and regional conferences
- ✓ Assisting with Affiliate site-visits
- ✓ Provide programming and onsite consultations for Affiliates
- ✓ Maintain a related resources area on the Division's website
- ✓ Any other assigned duties by the Affiliate Assistance Director
- ✓ Train your successor

Position requirements: Prior experience on this team or prior active involvement in a state or local young lawyer organization is preferred.

Time commitment: 10 to 20 hours monthly.

The Affiliate Newsletter Team – Editor, Associate Editor, and Assistant Editor

The publication, published six times a year and sent to Affiliate leaders, covers the important issues and trends affecting young lawyer state, local, and specialty bar associations.

Expectations:

- ✓ Oversee the team (Editor)
- ✓ Issue planning (All)
- ✓ Write articles (All)
- ✓ Edit copy (All)
- ✓ Proofreading (All)
- ✓ Categorize articles for online archiving (All)
- ✓ Attend orientation and planning conference calls (All)
- ✓ Communicate and collaborate with YLD leadership on article ideas (All)
- ✓ Train your successor (All)

Position requirements: Past law review or publication experience is helpful for this position. Writing and editing samples may be requested. Applicants should be good writers and enjoy the editing process. Prior experience as a state or local young lawyer organization leader is also preferred.

Time commitment: 10 to 20 hours monthly.

Awards/Subgrants Team – Chief Judge

Expectations:

- ✓ Report to Affiliates Director
- ✓ Oversee the YLD public and member service subgrants program in March and April
- ✓ Assist Affiliate Assistance Director with coordination of the Affiliates' Fair based on winners/recipients of awards and subgrants.
- ✓ Oversee the YLD Affiliate Awards competition, which is held in conjunction with the Division's Annual Meeting
- ✓ Train your successor

Position requirements: Past experience as an associate judge is preferred.

Time commitment: 10 to 15 annually, primarily in March or April.

Awards/Subgrants Team – Associate Judge

Expectations:

- ✓ Judge the division's Law Day Contest submissions in March
- ✓ Judge the division's public and member service subgrants program in March and April
- ✓ Assist the Chief Judge with coordination of the Affiliates' Fair based on winners/recipients of awards and subgrants.
- ✓ Oversee the YLD Affiliate Awards competition, which is held in conjunction with the Annual Meeting
- ✓ Train your successor

Position requirements: This entry level position requires no prior experience.

Time commitment: 10 to 15 annually, primarily in March or April.

Disaster Legal Services Team – Vice-Coordinator

The Disaster Legal Services program is a Federal disaster legal assistance program operated by the ABA YLD pursuant to a memorandum of understanding with Federal Emergency Management Agency (FEMA), a division of the Department of Homeland Security.

Expectations:

- ✓ Assist the DLS Coordinator with his/her responsibilities
- ✓ Train your successor

Position requirements: Past experience coordinating or participating in disaster assistance is preferred.

Time Commitment: Depending upon the number and severity of disasters declared during the year, this position may require a significant time commitment.

Diversity Team – Assistant Director

Expectations:

- ✓ Assist the Diversity Director with his/her responsibilities
- ✓ Train your successor

Position requirements: This entry level position requires no prior experience.

Time commitment: 10 to 20 hours monthly.

National Conferences Team – Vice-Coordinator and Member

Expectations:

- ✓ Serve as a welcome and information group for newer attendees, which includes making pre- and post- conference calls to first timers
- ✓ Monitor onsite programming
- ✓ Assist speakers presenting at the Division's two conferences, the ABA Midyear Meeting, and the ABA Annual Meeting
- ✓ Any other assigned duties by the National Conferences Team Coordinator
- ✓ Train your successor

Position requirements: Prior attendance at a Division national conference and an outgoing, friendly personality is required.

Time commitment: 10 to 20 hours monthly.

Serving Our Seniors Team – Member

Expectations:

- ✓ Assist Coordinator with his/her responsibilities
- ✓ Train your successor

Position requirements: Prior experience with public service projects is preferred.

Time commitment: 10 to 20 hours monthly.

Sponsorship Team – Chair

Expectations:

- ✓ Manage the division's sponsorship efforts including assisting the Host Committee with meeting fundraising goals
- ✓ Identify alternative sources of funding
- ✓ Building relationships with potential and existing sponsors
- ✓ Act as the onsite contact and host for sponsors
- ✓ Provide the Communications Director with quarterly reports
- ✓ Assist Chair-Elect and Secretary-Treasurer with the creation and execution of sponsorship plans
- ✓ Train your successor

Position requirements: Prior experience with fundraising and sales are preferred.

Time commitment: 10 to 20 hours monthly.

Technology Team – Chair

Expectations:

- ✓ Review and evaluate new and existing electronic vehicles
- ✓ Harness technology to further division goals
- ✓ Lead the Technology Team
- ✓ Oversee the communication between the Standing Committee on Technology and Information Systems Liaison (SCOTIS), Law Practice Management Committee and the LPM Liaison
- ✓ Propose relevant programming and articles
- ✓ Provide the Communications Director with quarterly reports.
- ✓ Train your successor

Position requirements: Innovative and knowledge of technology trends are preferred.

Time commitment: 10 to 20 hours monthly.

COMMITTEES

There are 31 ABA YLD Committees:

Access to Legal Services
Administrative Law
Antitrust
Arts, Entertainment, & Sports Law
Bankruptcy Law
Business Law
Children and the Law
Corporate Counsel
Criminal and Juvenile Justice
Dispute Resolution
Environmental, Energy, and Resources Law
Ethics and Professionalism
Family Law
General Practice, Solo, & Small Firm
Government, Military, & Public Sector Lawyers
Health Law
Individual Rights and Responsibilities
Intellectual Property Law
International Law
Labor and Employment Law
Law Practice Management
Law Student Outreach
Litigation
Minorities in the Profession
Public Contract Law
Public Education
Public Utility, Communications, and Transportation Law
Real Property, Probate, and Trust Law
Tax Law
Tort, Trial and Insurance Practice
Women in the Profession

Committee Chairs and Vice-Chairs are appointed annually by the Division's Chair. Each committee chair may develop specific plans for the Committee for that year.

ALL Committees are expected to:

- ✓ Assist the division in its Membership/Member Service Project by develop new written material for the 101 and 201 Practice Series, which may appear in electronic and paper formats www.abanet.org/yld/101/. Specifically, committees must develop a minimum of three 101 articles annually
- ✓ Develop ideas for 60-90 minute programs for the division's conferences and distance learning. In doing so, Committees are encouraged to work with corresponding ABA entities where appropriate. Specifically, each committee must develop at least two teleconferences: one related to elder law and one related to a hot topic within the scope of the committee
- ✓ Contribute content for the YLD website and YLD publications, including *The Young Lawyer* and any relevant e-newsletters
- ✓ Adhere to ABA and YLD Policies including the division's commitment to Diversity Plan
- ✓ Keep the Committee homepage current and relevant
- ✓ Increase the frequency and quality of interaction with the appropriate ABA entities
 - Maintain an open line of communication with corresponding Liaisons where appropriate
 - Encourage entities to co-sponsor with us, if even in name only, on programming relevant to new lawyers
 - Help relevant ABA entities expand their young lawyer offerings as detailed in the ABA YLD New Lawyer Roadmap (www.abanet.org/yld/benefits/roadmapdetail.shtml)
- ✓ Train your successor

The following are general descriptions of the responsibilities of Committee Chairs, Vice-Chairs, Planning Board Members and Committee Members. The responsibilities and time commitment may vary from Committee to Committee.

All Committee Chairs

Expectations:

- ✓ Contact and solicit advice from your prior Committee Chair
- ✓ Lead the committee and supervise vice-chairs
- ✓ Draft the committee's Plan of Action
- ✓ Supervise the Vice-Chairs
- ✓ Participate in Committee Chair/Liaison conference calls (tapping a Committee Vice-Chair to attend when unavailable)
- ✓ Brief the committee on those calls
- ✓ Update the committee on committee plans and YLD activities
- ✓ Spearhead related CLE or professional development programming
- ✓ Coordinate committee conference calls
- ✓ Oversee the development of related [101 Practice Series](#) materials
- ✓ Maintain direct lines of communication with the liaisons and committees
- ✓ Integrate or inquire about fellowship programs with corresponding entities (where they exist and when possible). Additional information is available at: www.abanet.org/yld/benefits/roadmapglance.shtml
- ✓ Contribute articles to YLD [publications](#) and the [website](#), and create public service related programming for conference and non-conference use as required by committee directors
- ✓ Provide relevant content for the YLD's annual report about the above responsibilities
- ✓ Train your successor

Additional Responsibilities for Specific Committees:

- The **Children in the Law Chair** selects related award recipients www.abanet.org/yld/awardschildadvocacy.html and interacts with ABA Center on Children and the Law www.abanet.org/child/
- The **General Practice, Solo and Small Firm Chair**, helps select scholars and mentors them throughout the year www.abanet.org/yld/scholarships/
- The **Government, Military and Public-Sector Lawyers Chair** helps select scholars and mentors them throughout the year www.abanet.org/yld/scholarships/
- The **Minorities in the Profession Chair** helps select scholars and mentors them throughout the year www.abanet.org/yld/scholarships/. The MIPC Chair is a member of the YLD Diversity Team which is headed by the Diversity Director
- The **Women in the Profession Chair** is a member of the YLD Diversity Team which is headed by the Diversity Director

Position requirements: Active participation in committee activities, prior service as a Vice-Chair, and substantial expertise are preferred.

Time commitment: 10 to 25 hours monthly.

Committee Vice-Chairs

Expectations:

- ✓ Assist the Committee Chair in operating and Manage the Committee
- ✓ Help to draft and implement the committee's Plan of Action
- ✓ Supervise the work of planning board members
- ✓ Train your successor

Position requirements: Active participation in committee activities, prior service as a Vice-Chair, and substantial expertise are preferred.

Time commitment: 5 to 15 hours monthly.

Committee Members

Committee members may sign up for a committee at any time without an appointment by visiting: www.abanet.org/yld/Committees.html.

Expectations:

- ✓ Are not expected to work, but may do so if desired

Benefits:

- ✓ Practice Specific Resources
- ✓ Publishing opportunities
- ✓ Participant in programming
- ✓ Network

LIAISONS

Liaison positions provide a way for young lawyers or those recently aged-up to have an active role in the larger ABA.

Expectations: Represent the YLD within another ABA entity and

- ✓ Participate in the entity's activities
- ✓ Assist the division in its Membership/Member Service Project by develop new written material for the 101 and 201 Practice Series, which may appear in electronic and paper formats www.abanet.org/yld/101/ . Specifically, liaisons must provide a minimum of three 201 articles
- ✓ Provide the entity with a young lawyer viewpoint
- ✓ Increase the frequency and quality of interaction with the appropriate ABA entities and the ABA YLD
 - Ensure that the YLD is informed of your entity's relevant activities and plans and vice versa. Specifically, this entails submitting quarterly reports to each group
 - Maintain an open line of communication with corresponding YLD committees where appropriate
 - Identify participation opportunities for young lawyers within the entity, particularly to accommodate those aging out of the YLD
 - Encouraging entities to ask YLD to co-sponsor, if even in name only, relevant initiatives for new lawyers
- ✓ Communicate the stance or opinion of the YLD
- ✓ Help ABA entities expand their young lawyer offerings as detailed in the ABA YLD New Lawyer Roadmap, www.abanet.org/yld/benefits/roadmapdetail.shtml
- ✓ Coordinate with your Committee Director, and your Section leader to create "practical mentoring tips" (substantive and career development bases) for YLD publications and website
- ✓ See www.abanet.org/yld/nosearch/liaisons/expectations.html for specific entity expectations
- ✓ Train your successor

Position Requirements: Prior experience and active involvement in the YLD is preferred, as is an interest in the other entity's focus area.

Time commitment: Ranges from minimal to significant and depends primarily upon the expectations and activities of the entity represented.

Liaison List

ABA Entity	Term Length	Term End Date
ABA AIDS Coordinating Committee	2	2010
ABA Day	1	2010
ABA Journal	2	2011
Administrative Law, Section of	2	2011
Affordable Housing and Community Dev Law, Forum Committee on	2	2010
Air and Space Law, Forum Committee on	2	2010
American Bar Endowment	2	2011
American Bar Foundation	5	2010
American Law Institute - ABA Continuing Professional Education	2	2011
Antitrust, Section of	2	2011
Armed Forces Law, Standing Committee on	2	2011
Business Law, Section of	2	2010
Business Law, Section of	2	2011
Center on Children and the Law	2	2010
Center for Human Rights	2	2011
Center on Racial & Ethnic Diversity	2	2011
Communications Law, Forum Committee on	2	2010
Construction Industry, Forum Committee on	2	2011
Continuing Legal Education, Standing Committee on	1	2010
Criminal Justice, Section of	2	2011
Death Penalty Representation Project	2	2010
Delivery of Legal Services, Standing Committee on	2	2012
Disaster Response and Preparedness, Special Committee on	2	2011
Dispute Resolution, Section of	2	2011
Domestic Violence, Commission on	2	2011
Election Law, Standing Committee on	1	2010
Entertainment and Sports Industries, Forum Committee on	2	2011
Environment, Energy and Resources, Section of	2	2011

ABA Entity	Term Length	Term End Date
Environment Law, Standing Committee on	2	2010
Family Law, Section of	2	2010
Franchising, Forum Committee on	2	2011
General Practice, Solo & Small Firm Division	2	2010
Government & Public Sector Lawyers Division	1	2010
Group and Prepaid Legal Services, Standing Committee on	2	2010
Health Law, Section of	2	2010
Homelessness & Poverty, Commission on	2	2010
Immigration, Commission on	2	2010
Individual Rights and Responsibilities, Section of	2	2011
Intellectual Property Law, Section of	2	2011
International Law, Section of	2	2011
Judicial Administration Division	2	2011
Judicial Independence	2	2010
Labor and Employment Law, Section of	2	2010
Law and Aging, Commission on	2	2010
Law and National Security, Standing Committee on	2	2010
Law Practice Management, Section of	2	2010
Law Student Division	2	2010
Lawyer Assistance Programs, Commission on	2	2010
Lawyer Referral and Information Service, Standing Committee on	2	2010
Lawyers Conference of the Judicial Division	2	2010
Legal Aid and Indigent Defendants, Standing Committee on	2	2010
Legal Assistance for Military Personnel, Standing Committee on	2	2011
Legal Education and Admissions to the Bar, Section of	2	2011
Litigation, Section of	2	2010
Litigation, Section of	2	2011
Membership, Standing Committee on	1	2010
Mental and Physical Disability Law, Commission on	2	2011
National Association for Law Placement	2	2011
Pro Bono and Public Service, Standing Committee on	2	2010
Professional Responsibility Coordinating Council	2	2010
Public Contract Law, Section of	2	2010
Public Education, Standing Committee on	2	2011
Public Utility, Communications and Transportation Law, Section of	2	2010
Publishing Oversight, Standing Committee on	2	2011
Racial and Ethnic Diversity, Commission on	2	2010
Real Property, Probate and Trust Law (Real Property), Section of	2	2010
Real Property, Probate and Trust Law (Trust & Estates), Section of	2	2011
Rule of Law Initiative	2	2010
Science & Technology Law, Section of	2	2011
Senior Law Division	2	2010
Sexual Orientation and Gender Identity, Commission on	2	2010
Specialization, Standing Committee on	2	2010
Standing Committee on Bar Activities and Services Division	2	2010
State and Local Government Law, Section of	2	2010
Strategic Communications, Standing Committee on	2	2011
Taxation, Section of	2	2010
Technology and Information Systems, Standing Committee on	2	2010
Tort Trial & Insurance Practice Section - Council	1	2010
Tort Trial & Insurance Practice Section - Editorial Board	1	2010

ABA Entity	Term Length	Term End Date
Tort Trial & Insurance Practice Section - LRP	1	2010
Tort Trial & Insurance Practice Section - Membership	1	2010
Tort Trial & Insurance Practice Section - Professionalism	1	2010
Tort Trial & Insurance Practice Section - Public Service	1	2010
Women in the Profession, Commission on	2	2010

The following positions are listed as a courtesy and are outside the scope of the appointments process

Credentials Board - Member

This board is appointed by the ABA YLD Clerk.

Expectations:

- ✓ Considering and determining, without review, any dispute relating to allocation of delegates to the Division's Assembly and certification of delegate credentials
- ✓ Assisting in certifying delegates for the Assembly held at the Midyear and Annual Meetings
- ✓ Train your successor

Time commitment: minimal – a few hours of work at the Midyear and Annual Meetings.

Finance Board - Member

This board consists of the Chair-Elect, Secretary-Treasurer and three current District Representatives.

Expectations:

- ✓ Oversee the Division's financial management policies
- ✓ Oversee the Division's overall financial operations
- ✓ Train your successor

Position requirements: Must be a District Representative during the 2010-2011 bar year.

Time commitment: 1 to 5 hours monthly.

Leadership Advisory Board - Member

This board is appointed by the incoming Secretary-Treasurer, Chair-Elect and Chair (generally only the new Secretary-Treasurer makes new appointments).

Expectations:

- ✓ Participating in long range planning activities
- ✓ Assisting the Secretary-Treasurer and Chair-Elect in planning for future years
- ✓ Train your successor

Position requirements: Prior active participation in the Division for multiple years is required.

Time commitment: 5 to 15 hours monthly.

Resolutions Team - Member

Expectations: Appointed by the Speaker, is responsible for:

- ✓ Review proposed resolutions to be debated by the Assembly to ensure compliance with Division rules and procedure
- ✓ Helping to write resolutions to be debated
- ✓ Assisting the Speaker in Fulfill his or her duties, including, but not limited to, counting votes during Assembly
- ✓ Train your successor

Position requirements: None.

Time commitment: 10 to 30 hours per resolution season, which runs from September - November and April - June when resolutions for the Midyear and Annual Assemblies, respectively, would be reviewed and drafted. Minimal time required during the actual Midyear and Annual Meetings.