

## 2011-2012 ABA YLD POSITION DESCRIPTIONS & 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 meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ 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 specialty young lawyer organizations.

#### **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 Affiliate Assistance Team
- ✓ Oversee the Chief Judge of the Awards and Subgrants Team
- ✓ Plan and execute Affiliate based programming at the Division's Fall, Midyear and Spring conferences in coordination with the Conferences, Programs & Products Director
- ✓ Develop joint programming with the Division of Bar Services to benefit Affiliates, which may include Bar Leadership Institute (BLI) representation
- ✓ Regularly review and update the listing of YLD Affiliates and contact information (chair, chair-elect, staff) for each Affiliate.
- ✓ Recruit and retain Affiliates
- ✓ Understanding the development and suggest content for the Division's Affiliate newsletter, e-Affiliate, and the Affiliate webpage
- ✓ Ensure Affiliate site visits are fulfilled as requested and authorized
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement is required. Prior service on the Affiliate Assistance Team and/or leadership of state, local or specialty young lawyer organizations is required.

**Time commitment:** 20 to 40 hours monthly.

#### **Committee & Liaison Directors (2)**

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. In 2011-2012, there will be two Committee & Liaison Directors: one will focus on committees and liaisons relating to membership based or substantive legal YLD committees and ABA entities and one to special or public interest YLD Committees and ABA entities.

#### **Expectations:**

- ✓ Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ Supervise corresponding Committee Chairs and Vice-Chairs
  - a. Train Committee Chairs and Vice-Chairs
  - b. Ensure the Committee Chairs and Vice-Chairs are able to achieve their expectations and follow ABA and ABA YLD Policies
  - c. Provide regular communications to Committee Chairs and Vice-Chairs
  - d. Work with Chairs and Vice-Chairs to produce written content for the Division's website and publications, including relevant e-newsletters

### **Committee & Liaison Directors (2) [continued]**

- e. Ensure that Committees are actively participating in public and member service projects, including developing appropriate programming and content
- f. Improve work relationship between YLD Committees and corresponding ABA entities (where applicable)
- ✓ Provide regular communications to Liaisons about the YLD and oversee YLD Liaisons
  - a. Train Liaisons
  - b. Ensure the Liaisons are able to achieve their expectations and follow ABA and ABA YLD Policies
  - c. Provide regular communications to Liaisons about the Division
  - d. Encourage Liaisons to submit required reports to YLD and entity represented
  - e. Follow-up on issues raised by Liaisons, including exploring opportunities and bringing potential problems to the attention of relevant leadership
  - f. Facilitate co-sponsorship opportunities between the ABA YLD and the entities to which we designate Liaisons
  - g. Work with Liaisons to produce written content for the Division's website and publications, including relevant e-newsletters
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement is required. Prior service as a Committee Chair or Liaison is required.

**Time commitment:** 20 to 40 hours monthly.

### **Communications & Technology 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 meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ Ensure brand consistency
  - a. Oversee the implementation of the Division's strategic communications plan
  - b. Monitor and facilitate discussion on the Division's social media channels
  - c. 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
  - d. 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
- ✓ Coordinate and facilitate information exchanges between Division leaders
- ✓ Produce the Annual Report
- ✓ Create and identify internal and external content repurposing opportunities
- ✓ Oversee the Division's use of technology ensuring compliance with the ABA and Division technology policies
- ✓ Oversee the efforts of *The Young Lawyer* and *The Affiliate Newsletter* Editors 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement is required. Prior leadership of, or service on *The Young Lawyer* Editorial Board, or *The Affiliate* Team is preferred.

**Time commitment:** 20 to 40 hours monthly.

### **Conferences, Programs and Products 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 meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ Oversee all aspects of the YLD's four conferences, the New Partner Conference, and 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

### **Conferences, Programs and Products Director [continued]**

12/17/2010

S:\LIB\YLD\Appointment Process\2011-2012\2010-2011\PositionExpectationsDescriptions-FINAL2.doc

- ✓ 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ 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 meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ Ensure compliance and coordination with the Division's Diversity Plan ([www.abanet.org/yld/diversityplan.pdf](http://www.abanet.org/yld/diversityplan.pdf))
  - a. 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
  - b. Ensure at least one diversity-related program is slated for each YLD conference
- ✓ Lead the Diversity Team
  - a. Supervise the diversity related Committees and Liaisons to various ABA diversity-based commissions and groups
  - b. Oversee the Division's four National Representatives
  - c. 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement is required. Prior leadership or service on the Diversity Team is preferred.

**Time commitment:** 20 to 30 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 & Technology Director to create and circulate a "canned" communication for relevant constituents, including outgoing LSD and YLD members
- ✓ Educate YLD district representatives, committee chairs, liaisons, and Ambassadors on the needs of 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

### **Membership Director [continued]**

**Position requirements:** Multiple years of Division involvement is required. 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 meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement is required. Interest in and experience with public service projects is preferred.

**Time commitment:** 20 to 40 hours monthly.

### **Disaster Legal Services 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. 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 Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ Oversee the Division's contractual obligations with FEMA
- ✓ Coordinate with the Administrative Director 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-Directors 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement and 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 meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ Oversee all aspects of the Law Day Video Contest and coordinates efforts with our affiliates and members
- ✓ Provide the ABA YLD Council with quarterly reports
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement is preferred. Interest in and/or experience with Law Day Video 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:**

- ✓ Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ 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 Programs, Conferences, and Products Director with quarterly reports
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement is preferred. Prior experience on other ABA YLD Teams, specifically a Conference Team is preferred. Must be extremely familiar with ABA YLD and have attended past YLD conferences.

**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:**

- ✓ Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly as well as attending the New Partner Conference
- ✓ Execute and coordinate all aspects of the New Partner Conference
- ✓ Provide the Programs, Conferences, and Products Director with quarterly reports
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement is preferred. Prior conference oversight and strong communication skills are preferred.

**Time commitment:** 20 hours monthly.

### **Public Service 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 2011-2012 public service project will focus on providing public education programming to Veterans regarding the benefits they are entitled to under federal law and helping them to access those benefits.

#### **Expectations:**

- ✓ Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement is preferred. Past participation in the implementation of Division, state, local or specialty bar projects is preferred.

**Time commitment:** 20 to 40 hours monthly.

### **Member Service Project 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 2011-2012 member service project will focus on developing a virtual career resource center for young lawyers with a featured career transition topic each month, which will include written articles, live and distance learning programs and other materials and resources.

#### **Expectations:**

- ✓ Actively participate in meetings and activities of the Senior Leadership Team, the ABA YLD Cabinet, ABA YLD Council and the ABA YLD Assembly
- ✓ Develop webpage(s) for hosting the member service project in coordination with appropriate YLD staff
- ✓ Oversee the Division's efforts to publicize and implement the project
- ✓ Tracking project use and impact
- ✓ Suggest program topics for the YLD's four conferences
- ✓ Suggest article topics for *The Young Lawyer* and *Affiliate Newsletter*
- ✓ Provide the Conferences, Programs & Products Director with quarterly reports
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Multiple years of Division involvement is preferred. Prior experience with member service or career-focused 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ 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)
- ✓ Provide the Communications & Technology Director with quarterly reports (Editor)
- ✓ Attend orientation and planning conference calls (All)
- ✓ Recruit authors (All)
- ✓ Write – Limited, edit and proofread articles (All)
- ✓ Categorize articles for online archiving (All)
- ✓ Serve as a Touch 10,000 Ambassador \*\* (All)
- ✓ Train your successor (All)

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

**Time commitment:** 10 to 20 hours monthly.

**Affiliate Assistance Team – Vice-Director and Member**

**Expectations:**

- ✓ Design and implement bar leadership programming at national and regional conferences
- ✓ Assist 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

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

**Time commitment:** 10 to 20 hours monthly.

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

The publication, which is 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)
- ✓ Provide the Communications & Technology Director with quarterly reports (Editor)
- ✓ Attend orientation and planning conference calls (All)
- ✓ Write – (limited), edit and proofread articles (All)
- ✓ Categorize articles for online archiving (All)
- ✓ Communicate and collaborate with YLD leadership on article ideas (All)
- ✓ Serve as a Touch 10,000 Ambassador \*\* (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, local, or specialty 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 promotion of winners/recipients of awards and subgrants
- ✓ Oversee the YLD Affiliate Awards competition, which is held in conjunction with the Division's Annual Meeting
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

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

**Time commitment:** 10 to 15 hours 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 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

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

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

### **Disaster Legal Services Team – Vice-Director**

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

#### **Expectations:**

- ✓ Assist the DLS Director with his/her responsibilities
- ✓ Coordinate the delivery of pro bono legal services to survivors of major disasters throughout the United States
- ✓ Interface with national, state, and local bar leaders, FEMA, and legal aid organizations to ensure disaster survivors receive pro bono legal services pursuant to the ABA-YLD FEMA MOU
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ 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
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ 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.

### **New Partner and In-House Council Conference Vice-Coordinator and Members**

#### **Expectations:**

- ✓ Assist Coordinator with executing and coordinating all aspects of the New Partner Conference
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Background in a law firm or corporate legal department setting is required. Prior conference oversight and strong communication skills are preferred.

**Time commitment:** 10 to 20 hours monthly.

### **Public Service Team – Member**

The 2011-2012 public service project will focus on providing public education programming to Veterans regarding the benefits they are entitled to under federal law and helping them to access those benefits.

#### **Expectations:**

- ✓ Assist Coordinator with his/her responsibilities
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

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

**Time commitment:** 10 to 20 hours monthly.



### **Member Service Project Team – Member**

The 2011-2012 member service project will focus on developing a virtual career resource center for young lawyers with a featured career transition topic each month, which will include written articles, live and distance learning programs and other materials and resources.

#### **Expectations:**

- ✓ Assist Coordinator with his/her responsibilities
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position requirements:** Prior experience with member service or career-focused projects is preferred.

**Time commitment:** 10 to 20 hours monthly.

---

### **COMMITTEES**

---

#### **There are 33 ABA YLD Committees:**

Access to Legal Services  
Administrative Law  
Air and Space Law  
Antitrust Law  
Bankruptcy Law  
Business Law  
Children and the Law  
Corporate Counsel  
Criminal Justice  
Dispute Resolution  
Environmental, Energy, and Resources Law  
Entertainment and Sports Industry  
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  
Science and Technology 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 promoting the Project and by providing content for the Project about careers in the area of practice relating to the Committee
- ✓ Developing new written material for the 101 and 201 Practice Series, which may appear in electronic and paper formats [www.abanet.org/yld/101/](http://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 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 Diversity Plan
- ✓ Keep the Committee homepage current and relevant
- ✓ Increase the frequency and quality of interaction with the appropriate ABA entities
  - a. Maintain an open line of communication with corresponding Liaisons where appropriate
  - b. Encourage entities to co-sponsor with us, even if in name only, on programming relevant to new lawyers
  - c. 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](http://www.abanet.org/yld/benefits/roadmapdetail.shtml))
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ 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](http://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
  - a. Provide relevant content for the YLD's annual report about the above responsibilities
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

#### **Additional Responsibilities for Specific Committees:**

- ✓ The **Children in the Law Chair** selects related award recipients [www.abanet.org/yld/awardschildadvocacy.html](http://www.abanet.org/yld/awardschildadvocacy.html) and interacts with ABA Center on Children and the Law [www.abanet.org/child/](http://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/](http://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/](http://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/](http://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 managing the Committee
- ✓ Help to draft and implement the committee's Plan of Action
- ✓ Supervise the work of planning board members
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ 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](http://www.abanet.org/yld/committees.html).

### **Benefits:**

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

## **LIAISONS**

---

Liaison positions provide a way for young lawyers or those recently aged-out 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 developing new written material for the 101 and 201 Practice Series, which may appear in electronic and paper formats [www.abanet.org/yld/101/](http://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
  - a. 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
  - b. Maintain an open line of communication with corresponding YLD committees where appropriate
  - c. Identify participation opportunities for young lawyers within the entity, particularly to accommodate those aging out of the YLD
  - d. Encouraging entities to ask YLD to co-sponsor, even if 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](http://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 based) for YLD publications and website
- ✓ See [www.abanet.org/yld/nosearch/liaisons/expectations.html](http://www.abanet.org/yld/nosearch/liaisons/expectations.html) for specific entity expectations
- ✓ Serve as a Touch 10,000 Ambassador \*\*
- ✓ Train your successor

**Position Requirements:** Prior experience and active involvement in the YLD is highly 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** (highlighted positions available for the 2011-2012 appointment process)

<b>ABA Entity</b>	<b>Term Length</b>	<b>Term End Date</b>
ABA AIDS Coordinating Committee	2	Even Year
ABA Day in Washington Planning Committee	1	Every Year
ABA Journal	2	Odd Year
Administrative Law & Regulatory Practice, Section of	2	Odd Year
Affordable Housing and Community Development Law, Forum Committee on	2	Even Year
Air and Space Law, Forum Committee on	2	Even Year
American Bar Endowment (ABE)	2	Odd Year
American Bar Foundation (ABF)	5	2016
American Law Institute ABA Continuing Professional Education (ALI-ABA)	2	Odd Year
Antitrust Law, Section of	2	Odd Year
Armed Forces Law, Standing Committee on	2	Odd Year
Business Law, Section of	2	Odd Year
Business Law, Section of	2	Even Year
Children and the Law, Center on	1	Every Year
Communications Law, Forum Committee on	2	Even Year
Construction Industry, Forum Committee on	2	Odd Year
Continuing Legal Education, Standing Committee on	1	Every Year
Criminal Justice, Section of	2	Odd Year
Death Penalty Representation Project	2	Even Year
Disaster Response and Preparedness, Special Committee on	2	Odd Year
Delivery of Legal Services, Standing Committee on	2	Even Year
Dispute Resolution, Section of	2	Odd Year
Domestic Violence, Commission on	2	Odd Year
Election Law, Standing Committee on	1	Every Year
Entertainment and Sports Industries, Forum Committee on	2	Odd Year
Environment Law, Standing Committee on	2	Even Year
Environment, Energy and Resources, Section of	2	Odd Year
Family Law, Section of	2	Even Year
Franchising, Forum Committee on	2	Odd Year
General Practice, Solo & Small Firm Division	2	Even Year
Government & Public Sector Lawyers Division	1	Every Year
Group and Prepaid Legal Services, Standing Committee on	2	Even Year
Health Law, Section of	2	Even Year
Homelessness & Poverty, Commission on	2	Even Year
Human Rights, Center for	2	Odd Year
Immigration, Commission on	1	Every Year
Individual Rights and Responsibilities, Section of	2	Odd Year
Intellectual Property Law, Section of	2	Odd Year
International Law, Section of	2	Odd Year
Judicial Administration Division	2	Odd Year
Judicial Independence, Standing Committee on	2	Odd Year
Labor and Employment Law, Section of	2	Even Year
Law and Aging, Commission on	2	Even Year
Law and National Security, Standing Committee on	2	Even Year
Law Practice Management, Section of (LPM)	2	Even Year
Law Student Division (LSD)	2	Even Year

ABA Entity	Term Length	Term End Date
Lawyer Assistance Programs, Commission on	2	Even Year
Lawyer Referral and Information Service, Standing Committee on	2	Even Year
Lawyers Conference of the Judicial Division	2	Even Year
Legal Aid and Indigent Defendants, Standing Committee on	2	Even Year
Legal Assistance for Military Personnel, Standing Committee	2	Odd Year
Legal Education and Admissions to the Bar, Section of	2	Odd Year
Litigation, Section of	2	Odd Year
Litigation, Section of	2	Even Year
Membership, Standing Committee on (SCOM)	1	Every Year
Mental and Physical Disability Law, Commission on	2	Odd Year
National Association of Law Placement	2	Odd Year
Pro Bono and Public Service, Standing Committee on	2	Even Year
Professional Responsibility Coordinating Council, Special Committee on	2	Even Year
Public Contract Law, Section of	2	Even Year
Public Education, Standing Committee on	2	Odd Year
Public Utility, Communications and Transportation Law, Section of	2	Even Year
Publishing Oversight, Standing Committee on (SCOPO)	2	Odd Year
Racial and Ethnic Diversity in the Profession, Commission on	1	Every Year
Racial and Ethnic Diversity, Center on	2	Odd Year
Real Property, Trust and Estate Law, Section of (Real Property)	2	Even Year
Real Property, Trust and Estate Law, Section of (Trust and Estates)	2	Odd Year
Rule of Law Initiative, Special Committee on	2	Even Year
Science & Technology Law, Section of	2	Odd Year
Senior Lawyers, Division	2	Even Year
Sexual Orientation and Gender Identity, Commission on (SOGI)	2	Even Year
Specialization, Standing Committee on	1	Every Year
Standing Committee on Bar Activities and Services (SCOBAS)	1	Every Year
State and Local Government Law, Section of	1	Every Year
Strategic Communications, Standing Committee on (SCSC)	2	Odd Year
Taxation, Section of	2	Even Year
Technology and Information Systems, Standing Committee on (SCOTIS)	2	Even Year
Tort Trial & Insurance Practice Section - Council	2	Even Year
Tort Trial & Insurance Practice Section - Editorial Board	1	Every Year
Tort Trial & Insurance Practice Section - LRP	1	Every Year
Tort Trial & Insurance Practice Section - Membership	1	Every Year
Tort Trial & Insurance Practice Section - Professionalism	1	Every Year
Tort Trial & Insurance Practice Section - Public Service	1	Every Year
Women in the Profession, Commission on (WIPC)	1	Every Year

**\*\* ABA YLD Ambassador Position Description**

As an [ABA YLD Ambassador](#), you will have the opportunity to connect with New Bar Admittees (NBAs) – recent law school graduates who passed their state bar – to help welcome them to the legal profession and share your insights into the American Bar Association and the Young Lawyers Division.

**Ambassador Duties.** Depending on the state where you practice, each [Ambassador](#) will be asked to participate in two outreach efforts, which are held in the spring and in the fall. During each outreach period, you will be asked to:

- contribute 3-5 hours by phone and email to personally welcome and acclimate NBAs to the ABA;
- participate in conference calls with [Touch 10,000 State Coordinators](#), other ABA YLD leaders, and fellow [Ambassadors](#);
- share personal experiences to help guide NBAs during their first year in the ABA; and

- encourage NBAs to participate in ABA activities, including local events, ABA Section programming, and YLD conferences.