

Description of and Expectation for 2008-09 Positions

SENIOR LEVEL - COUNCIL POSITIONS

Administrative Director

Responsibilities: Overseeing:

- ✓ The YLD's 34 district (and national representatives), including training new and returning district and national representatives throughout the year
- ✓ The Disaster Legal Services Director, including coordinating the FEMA disaster legal services project between the Disaster Legal Services Director and the district representatives
- ✓ The updating of the Division's Affiliate Database, which contains contact information for the chairs, chairs-elect, and staff of our Affiliates
- ✓ The Administrative Director will chair the Council Meeting at the Chair's discretion
- ✓ The training of 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.

Additional 2008-2009 accomplishments:

- Create regional Affiliate List Serves, facilitated by the relevant District Representative
- Collect, file and distribute reports from the various ABA YLD Council representatives in a timely manner
- Run Council Meetings at Chair's discretion
- Facilitate, encourage and monitor implementation of YLD public and member service initiatives through district and national representatives
- Provide content for the Division's annual report about any significant changes or events affecting the Division's council

Conference & Program Director

Responsibilities: Overseeing:

- ✓ All aspects of the Division's two national conferences, the ABA Midyear Meeting, the ABA Annual Meeting
- ✓ Public Service Coordinators, including ensuring implementation of programming consistent with our public and member service initiatives and Diversity plan.
- ✓ The Affiliates Director, including helping to coordinate the Division's activities, benefits and services with its Affiliates
- ✓ The National Conferences Coordinator in all aspects of conference coordination
- ✓ The Content Coordinator in all aspects of ensuring multi-purposing of conference and other Division programming and in-print and online content.
- ✓ The coordination of direct reports efforts
- ✓ Implementation of non-conference programming including affiliate outreach, bar leadership programs, and stand alone CLE/professional development

programming

- ✓ The training of 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.

Additional 2008-2009 accomplishments:

- Understanding, articulating, tracking and advocating for relevant co-sponsorships
- Review the program proposal form to ensure that it best asks about how program content can be repurposed. Completed forms will assist the Communications Director and Content Coordinator in repurposing content
- Develop ways for the ABA YLD to establish itself as the expert on Young Lawyers at Midyear and Annual (e.g. Presidential CLE Center Showcase)
- Provide content for the Division's Annual Report in the form of conference summaries and an evaluation of how YLD programming activities achieved the goals of the ABA and YLD

Communications Director

Responsibilities: Ensuring Division-wide internal "look and feel" and content consistency. To accomplish this, the Communications Director will focus on coordinating and facilitating information exchanges between Division leaders and the functions this position oversees:

- ✓ *The Young Lawyer* publication, via its Board
- ✓ *The Affiliate* publication, via its Team
- ✓ The Division website and electronic publications via the E-Communications Board
- ✓ The training of your successor

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

Time commitment: 20 to 40 hours monthly.

Additional 2008-2009 accomplishments:

- Create and implement a process to seamlessly integrate and report on all Division programs, projects and information to all of the Directors, coordinators, committee chairs and liaisons
- Create and implement a process to open lines of communication between all of the Directors, coordinators, committee chairs and liaisons
- Produce the Division's year at a glance and annual report brochures
- Work closely with the Content Coordinator to ensure proper information exchanges and content repurposing opportunities
- Provide content for the Division's annual report about significant accomplishments or processes implemented by the Communications Director

Membership Director

Responsibilities: Overseeing the Division's ABA membership recruitment and retention efforts by:

- ✓ Leading the Division's Membership Board
- ✓ Overseeing and coordinating with the Division's liaison to the ABA's Standing Committee on Membership (SCOM)
- ✓ Personally attending SCOM meetings
- ✓ Supervising member benefit implementation by the Senior Committee Director,
- ✓ Overseeing the Diversity Director's activities
- ✓ Overseeing the Mentorship Coordinator
- ✓ The training of 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.

Additional 2008-2009 accomplishments:

- Regularly report membership numbers and trends
- Bi-monthly meetings with the Standing Committee on Membership liaison and leadership about SCOM meetings and Division concerns
- Coordinate with the National Conferences Coordinator for first timer conference events and follow up
- Create and implement a method to coordinate/communicate with ABA Section young lawyer groups to understand their function and provide joint programming/planning
- Coordinate all YLD fellowships and ensure they are administered in a consistent manner
- Create detailed report of the new member welcome stream and report on opportunities for improvement
- Develop member benefits information (did you know) sound bites for the Division's publications and website
- Provide content for the Division's annual report including membership figures and trends, a report on SCOM, a report on first timer efforts, progress, profiles and success stories, a report on YLD fellowship programs, entity YLD groups, the impact of the new member welcome stream and any other significant accomplishments or processes implemented during the year

Affiliates Director

Responsibilities: All aspects of the Division's relationship with and service to state, local, and minority young lawyer organizations, including:

- ✓ Leading the Affiliate Assistance Team
- ✓ Leading and acting as Chief Judge of the Awards and Subgrants Team
- ✓ Recruiting and retaining Affiliates
- ✓ Coordinating with the Administrative Director to review and ensure that the Affiliate contacts (Chair, Chair-elect, staff) are accurate
- ✓ Ensuring the current roll of Affiliates is active
- ✓ Training 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.

Additional 2008-2009 accomplishments:

- 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 BLI representation
- Understand the development and suggest content for the Division's Affiliate newsletter
- Ensure Affiliate site visits are fulfilled as requested and authorized
- Create a completed survey of the Affiliates to determine their needs, participation and services they desire from the ABA YLD
- Provide content for the Division's annual report on all of the above accomplishments

Sr. Committee/Liaison Director

Responsibilities:

- ✓ Supervising the two Committee Directors
- ✓ Working with the Conference & Program Director, Content Coordinator, YLD Committees and Liaisons to produce related Division content. This content includes conference and non-conference programming, 101 and 201 Practice Series materials, and substantive articles for the YLD publications and website
- ✓ Overseeing Committee Chairs and Division Liaisons
 - Ensuring the Committees and Liaisons follow ABA and YLD Policies
 - Providing regular communications to committee/chair liaisons about the Division
 - Work with Chairs and Liaisons to produce written content for the Division's website and publications, including relevant e-newsletters
- ✓ Providing the YLD Council with quarterly reports
- ✓ Training your successor

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

Time commitment: 20 to 40 hours monthly.

Additional 2008-2009 accomplishments:

- Ensure that the number of 101 Practice Series offerings in each category is similar
- Secure two 201 (Beyond the Basics) Practice Series offerings from each committee
- Create and implement a new reporting and information sharing system between committees and their corresponding ABA entity (where applicable)
- Provide content for the Division's annual report about the above accomplishments

Committee Directors (2)

Responsibilities:

- ✓ Supervising corresponding committee chairs and Division liaisons
 - Ensuring the Committees and Liaisons follow ABA and YLD Policies
 - Providing regular communications to committee/chair liaisons about the Division
 - Work with Chairs and Liaisons to produce written content for the Division's website and publications, including relevant e-newsletters
 - Ensure that committees and liaisons are actively participating in public and member service projects, including developing appropriate programming for conferences and Division website
 - Improve working relationship between YLD Committees and corresponding ABA entities (where applicable)
- ✓ Providing the YLD Council with quarterly reports
- ✓ Training your successor

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

Time commitment: 15 to 25 hours monthly.

Additional 2008-2009 accomplishments:

- Encourage and ensure the creation of conference and non-conference programming; specifically, track programming (possibly based on 101 and/or 201 materials)
- Reinforce and oversee the continued creation, implementation and dissemination of 101 and 201 content
- Oversee committee programming, audio capture of committee programming and publication on the Division website in a members only section
- Provide content for the Division's annual report about the above accomplishments

Disaster Legal Services Director

Responsibilities:

- ✓ Overseeing the Division's contractual obligations with FEMA
- ✓ Mobilizing and assisting the District Representative in the district with a disaster
- ✓ Working with local and state bar associations to facilitate FEMA's legal service response to a disaster
- ✓ Helping states create and update their disaster plans and coordinating such efforts with related groups such as the Law Student Hurricane Network
- ✓ Coordinating with related senior bar groups, such as the Presidential Commission on Disaster Preparedness
- ✓ Training 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.

Additional 2008-2009 accomplishments:

- Continue to oversee the modification of the FEMA contract and report and

recommendations on improvements.

- Complete a video on the young lawyers role with FEMA in DLS
- Mentor the DLS vice-coordinators so one may seamlessly assume the role of DLS Director in the future
- Provide content for the Division's annual report about the above accomplishments

Diversity Director

Responsibilities: Overseeing the Division's diversity efforts by:

- ✓ Ensuring compliance and coordination with the Division's Diversity Plan <http://www.abanet.org/yld/diversityplan.pdf>
 - Goal IX
 - Outreach
 - Programming
- ✓ Leading the Diversity Team
 - Supervising the Chairs of the Women in the Profession Committee and the Minorities in the Profession Committee, and liaisons to various ABA diversity-based commissions and groups
 - Overseeing and interacting with the Division's four National Representatives
- ✓ Attending all Committee/Liaison calls
- ✓ Maintaining Diversity Budget
- ✓ Providing the YLD Council with Quarterly Reports
- ✓ Training your successor

Position requirements: Prior leadership or service on the Diversity Team, the Minorities in the Profession Committee or as a National Representative is preferred. **Time commitment:** 20 to 30 hours monthly.

Additional 2008-2009 accomplishments:

- Produce the YLD Goal IX report card statistics for the annual report
- Produce the YLD Scholars information in the annual report and report on certain past scholars' achievements in the Division/Association
- Provide content for the Division's annual report about the above accomplishments

Public Service Coordinators (2)

Responsibilities:

- ✓ Overseeing the Division's efforts to publicize and implement the Domestic Violence Awareness and Prevention public service project.
- ✓ Facilitating the implementation of the Domestic Violence Awareness and Prevention project by Division Affiliates
- ✓ Tracking project implementation
- ✓ Organizing on-site public service projects at the Division's four conferences
- ✓ Ensuring that past Division public service projects are still available and accounted for
- ✓ Articulating how and where Affiliates can gain access to more information on each

- ✓ Training 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.

Additional 2008-2009 accomplishments:

- Provide the results of the dissemination and implementation of the public service project as well as publication of the results for the annual report
- Implement on site public service projects at the Division's 4 conferences
- Report on the status of past Division public service projects (including where materials are housed, whether another entity is continuing the program)
- Provide content for the Division's annual report about the above accomplishments

Content Coordinator

Responsibilities: Harnessing the Division's resources by overseeing all aspects of CLE and professional development programming produced by the Division, with a strong focus on both creating new ways to deliver programs and services, and repurposing Division-wide content (e.g., written materials from current and past PD/CLE programming, 101/201s, TYL articles, etc.)

- ✓ Creating and identifying internal and external content repurposing opportunities
- ✓ Direct oversight of evaluating and securing audio from quality programming for repurposing and reuse on the Division website and beyond
- ✓ Working with the Committee Directors, the Conference and Program Director, the Communications Director, the Center for CLE and CLE liaison, and other ABA Sections, where applicable

Additional 2008-2009 accomplishments:

- Set and coordinate all conference programming
- Catalog the 2008-2009 bar year programs for the Division's annual report
- Work with the Communications Director to disseminate program information to all Division branches and other ABA entities
- Provide content for the Division's annual report about significant accomplishments or processes implemented by the Communications Director

Position requirements: Prior experience in designing and implementing programming (including CLE/professional development programs) is preferred.

Time commitment: 20 to 40 hours monthly.

National Conferences Coordinator

Responsibilities: Supervising the National Conferences Team and Host Committees, including:

- ✓ Overseeing all aspects of first time conference attendees
- ✓ Having a visible presence at each of the Division's four conferences
- ✓ Conduct "Who We Are, What We Do" program and other first time conference attendee programs
- ✓ Having a presence at the conference registration desk
- ✓ Working with the Conference & Program Director and Staff to organize and

implement the Welcome Reception, and any other similar events at six meetings (two Officer and Director Meetings, YLD Fall and Spring Conferences, and ABA Midyear and Annual Conferences) and the networking aspects of the Division's national conferences and officer and director meetings

- ✓ Educating conference and meeting attendees regarding networking events
- ✓ Assisting Division Staff to ensure that the events occur as planned
- ✓ Coordinating with Membership Director to track and retain new conference attendees
- ✓ Training your successor

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

Time commitment: 15 to 30 hours monthly.

Additional 2008-2009 accomplishments:

- Coordinate with the Membership Director and Conference & Program Director for first timer programming
- Develop surveys for first time conference attendees to track conference experience
- Provide the results of same
- Work closely with Membership Director to enhance conference experiences and attract and retain new members
- Oversee and lead direction of host committees for the Division's meetings
- Provide content for the Division's annual report about the above accomplishments

Mentorship Coordinator

Responsibilities:

- ✓ Overseeing coordination of existing mentorship programs
- ✓ Work with Membership & Marketing, Career Resource Center and other ABA entities to identify mentorship programs and opportunities
- ✓ Creating web-based resource guide of existing mentorship programs
- ✓ Working with ABA Membership Director, ABA Section leaders, and Committee Directors to identify Committee Chairs and Liaisons to create "practical mentoring tips" (substantive and career development based) for YLD publications and website
- ✓ Work with Committee Directors and Conference and Program Director to develop conference and non-conference based mentoring programming (e.g. TYLA's 10-minute mentor program)

Position requirements: Prior experience on a conference team or in a leadership role; interest in, experience with or knowledge of mentorship programs is preferred.

Time commitment: 15 to 30 hours monthly.

Additional 2008-2009 accomplishments:

- Create a program that will assist YLs in finding a place in the greater ABA as they age out
- Create and enforce specific timelines for meeting the above responsibilities

- Provide content for the Division's annual report about the above accomplishments

Note: This position is not responsible for matching mentors and mentees

BOARDS

Editorial Board

Responsibilities: This board, which is appointed by the incoming Chair and Chair-Elect, is responsible for planning and producing *The Young Lawyer* publication, including:

- ✓ Article planning
- ✓ Author recruitment
- ✓ Potential article writing
- ✓ Editing
- ✓ Proofreading
- ✓ Categorizing articles for online archiving.
- ✓ Training your successors

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. The publication is currently distributed to all Division members eleven times a year.

Time commitment: 10 to 20 hours monthly.

E-Communications Board

Responsibilities: This board, which is appointed by the incoming Chair and Chair-Elect, is responsible for:

- ✓ Reviewing and evaluating the Division's electronic communications, including the YLD website, list serves, and bulk e-mail
- ✓ Exploring new electronic vehicles to disseminate Division content
- ✓ Ensuring that current content is properly categorized, linked to, and repurposed where applicable, and that content is made timeless as opposed to timely
- ✓ Training your successors

Position requirements: The board is not involved with the day-to-day management of the YLD e-communication, but in considering system-wide evaluations and (layout/design) note: much of layout and design has been standardized by ABA solutions for current and new content. The board must be able to step back and consider terminology and layout from the perspective of a new user. Experience and interest in web site usability, management, and technology trends are strong positives, as are first hand experience using web tools such as web based e-mail, blogs, social networking web sites, video posting and editing, and RSS feeds.

Time commitment: 15 to 25 hours monthly.

Additional 2008-2009 accomplishments:

- Release of a linking policy proposal for Council, which would include expectations for links to resources and events driven by ABA and external

- entities
- Revisions to website based on usability studies and visit statistics
- Release of an YLD site map
- Review and update a design template for e-marketing efforts and committee newsletters (Note: ABA has standard templates which can serve as a starting point)
- Create guidelines and expectations for web page layout and content, particularly for Dynamic Committee Homepages
- In conjunction with the Communications Director, ensure message consistency
- Create an index to allow for the design and implementation of searchable archives for deliverables, including *TYL*, *The Affiliate*, and the 101 Practice Series (Note: Improving the meta data for existing content may accomplish this with the ABA's current search engine powered by Google)
- Develop related training for leadership orientation
- Create YLD leadership FAQs related to the Division's e-communication
- Provide content for the Division's annual report about the above accomplishments

Membership Board

Responsibilities: This board, which is appointed by the incoming Chair, Chair-Elect, and Secretary-Treasurer, is responsible for:

- ✓ Devising and maintaining the Division's strategic membership plan
- ✓ Overseeing and implementing the Division's membership recruitment and retention efforts
- ✓ Coordinating with other teams and boards to ensure activity impact on membership efforts
- ✓ Training your successors

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.

Leadership Advisory Board

Responsibilities: This board, which is appointed by the incoming Secretary-Treasurer, Chair-Elect and Chair (generally only the new Secretary-Treasurer makes new appointments) is responsible for:

- ✓ Division long range planning
- ✓ Assisting the Secretary-Treasurer and Chair-Elect in planning for future years
- ✓ Training your successors

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

Time commitment: 5 to 15 hours monthly.

Finance Board

Responsibilities: This board, which consists of the Chair-Elect, Secretary-

Treasurer and three current District Representatives, is responsible for:

- ✓ Overseeing the Division's financial management policies
- ✓ Overseeing the Division's overall financial operations
- ✓ Training your successors

Time commitment: 1 to 5 hours monthly.

Credentials Board

Responsibilities: This board, appointed by the Clerk, is responsible for:

- ✓ 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
- ✓ Training your successors

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

TEAMS

The Affiliate Newsletter Team

Responsibilities: Planning and producing *The Affiliate* publication, including:

- ✓ Article planning
- ✓ Article writing
- ✓ Editing
- ✓ Proofreading
- ✓ Categorizing articles for online archiving
- ✓ Attend orientation and planning conference call for The Affiliate newsletter"
- ✓ Communicating and collaborating with YLD leadership on article ideas"
- ✓ Training your successors

Position requirements: Past law review or publication experience is helpful for this position. Writing and editing samples will be requested. Applicants should be good writers and enjoy the editing process. Prior experience as a state or local young lawyers organization leader is also preferred. The publication is sent to Affiliate leaders and active Division members six times a year. Team members are responsible for writing or soliciting someone else to write two articles in each issue. Please review the sample article list for each issue of the year at <http://www.abanet.org/yld/appointments/SampleArticleListForLeadership.pdf> and familiarize yourself with the types of articles that are in *The Affiliate*.

Time commitment: 10 to 20 hours monthly.

Additional 2008-2009 accomplishments:

- Assist with the planning, execution, coordination and reporting of the public and member service projects

Public Service Team

Responsibilities:

- ✓ Assisting with the implementation of public service project at the Division's two conferences, the ABA Midyear Meeting and the ABA Annual Meeting
- ✓ Assisting with all aspects of the implementation of public service project in Affiliates
- ✓ Assisting with promoting the public service project
- ✓ Training your successors

Position requirements: Prior experience with public service projects, and specifically domestic violence prevention is preferred.

Time commitment: 10 to 20 hours monthly.

Additional 2008-2009 accomplishments:

- Provide content for the Division's annual report about the above responsibilities

In addition to fulfilling the above responsibilities, at the end of 2008-2009, accomplishments shall include those listed under the Public Service Coordinator description.

National Conferences Team**Responsibilities:**

- ✓ Serving as a welcome and information group for newer attendees
- ✓ Monitoring onsite programming
- ✓ Assisting speakers presenting at the Division's two conferences, the ABA Midyear Meeting and the ABA Annual Meeting
- ✓ Training your successors

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

Time commitment: 10 to 20 hours monthly.

Additional 2008-2009 accomplishments:

- Provide content for the Division's annual report about the above responsibilities

In addition to fulfilling the above responsibilities, at the end of 2008-2009, accomplishments shall include those listed under the National Conferences Coordinator description.

Affiliate Assistance Team**Responsibilities:**

- ✓ Designing and implementing bar leadership programming at national and regional conferences
- ✓ Providing programming and onsite consultations for Affiliates
- ✓ Maintaining a related resources area on the Division's website
- ✓ Training your successors

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.

In addition to fulfilling the above responsibilities, at the end of 2008-2009, accomplishments shall include those listed under the Affiliate Assistance Team

Chair description.

Awards/Subgrants Team

Responsibilities:

- ✓ Judging the Division's public and member service subgrants program, which occurs in March and April
- ✓ Overseeing the Division's Affiliate Awards competition, which is held in conjunction with the Division's Annual Meeting
- ✓ Training your successors

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

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

Resolutions Team

Responsibilities: Appointed by the Speaker, is responsible for:

- ✓ Reviewing 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 fulfilling his or her duties, including, but not limited to, counting votes during Assembly
- ✓ Training your successors

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.

Assistant Diversity Director

Responsibilities: Assisting the Diversity Director in overseeing the Division's diversity efforts, including:

- ✓ Ensuring compliance and coordination with the Division's Diversity Plan <http://www.abanet.org/yld/diversityplan.pdf>
 - Goal IX
 - Outreach
 - Programming
- ✓ Managing the Diversity Team
 - Chairs of the Women in the Profession Committee and the Minorities in the Profession Committee, and liaisons to various ABA diversity-based commissions and groups
 - Division's four National Representatives
- ✓ Training your successors

Position requirements: None.

Time commitment: 10 to 20 hours monthly.

In addition to fulfilling the above responsibilities, at the end of 2008-2009, accomplishments shall include those listed under the Diversity Director description.

COMMITTEES

Chairs and Vice-Chairs of the Division's committees are appointed annually by the Division's Chair. Each committee 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 developing new written material for the 101 and 201 Practice Series, which may appear in electronic and paper formats
<http://www.abanet.org/yld/101practiceseries/101practiceseries.shtml>
 - A minimum of three 101 articles
 - A minimum of three 201 articles
- ✓ 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.
- ✓ Contribute content for the YLD website and YLD publications, including *The Young Lawyer* and any relevant e-newsletters.
- ✓ Devise content for the mentoring member service project
- ✓ Train their successors
- ✓ Adhere to ABA and YLD Policies including the Division's commitment to Diversity, <http://www.abanet.org/yld/diversityplan.pdf>
- ✓ 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 cosponsor 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, <http://www.abanet.org/yld/benefits/roadmapdetail.pdf>

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

Responsibilities:

- ✓ Contacting and soliciting advice from your prior committee chair (2007-2008)
- ✓ Leading the committee
- ✓ Drafting the committee's Plan of Action
- ✓ Supervising the Vice-Chairs
- ✓ Participating in Committee Chair/Liaison conference calls (tapping a Vice

- Committee Chair to attend when unavailable)
- ✓ Briefing the committee on those calls
- ✓ Updating the committee on committee plans and activities
- ✓ Spearheading related CLE or professional development programming
- ✓ Coordinating committee conference calls
- ✓ Overseeing the development of related 101 (and 201) Practice Series materials
- ✓ Training your successors

Position requirements: Active in the committee or as vice-chair or beneficial substantial expertise are preferred.

Time commitment: 10 to 25 hours monthly.

Additional 2008-2009 accomplishments:

- Creating conference and distance learning programming
- Maintaining direct lines of communication with the liaisons and committees
- Integrating or inquiring about fellowship programs with corresponding entities (where they exist and when possible). Additional information is available at: <http://www.abanet.org/yld/benefits/roadmapglance.pdf>
- Contributing articles to publications and website, and creating public service related programming for conference and non-conference use as required by committee directors
- Providing relevant content for the Division's annual report about the above responsibilities
- In addition to the above accomplishments, the **Children in the Law Chair** selects related award recipients
<http://www.abanet.org/yld/awardschildadvocacy.html> and interacts with **ABA Center on Children and the Law**
<http://www.abanet.org/child/home.html>
- In addition to the above accomplishments, the **General Practice, Solo and Small Firm Chair**, helps select scholars and mentor them throughout the year <http://www.abanet.org/yld/scholarships/home.html>
- In addition to the above accomplishments, the **Government, Military and Public-Sector Lawyers Chair** helps select scholars and mentor them throughout the year <http://www.abanet.org/yld/scholarships/home.html>
- In addition to the above accomplishments, the **Individual Rights and Responsibilities Chair** is a member of the YLD Diversity Team which is headed by the Diversity Director
- In addition to the above accomplishments, the **Minorities in the Profession Chair** helps select scholars and mentor them throughout the year <http://www.abanet.org/yld/scholarships/home.html>, and is a member of the YLD Diversity Team which is headed by the Diversity Director
- In addition to the above accomplishments, the **Women in the Profession Chair** is a member of the YLD Diversity Team which is headed by the Diversity Director

Committee Vice-Chairs

Responsibilities:

- ✓ 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
- ✓ Train your successors

Position requirements: Active committee or vice-chair service or substantial substantive expertise is preferred.

Time commitment: 5 to 15 hours monthly.

Planning Board Members

Responsibilities: As the working members of a committee, responsibilities include:

- ✓ Assist in the implementation of the committee's Plan of Action
- ✓ Develop conference and distance learning programming
- ✓ Create written resources
- ✓ Train your successors

Position requirements: This entry level position can lead to future Division appointments.

Time commitment: 1 to 5 hours monthly, depending on the amount of programming.

Committee Members

Committee members may sign up for a committee at any time without an appointment

Sign up now for a committee by visiting <http://www.abanet.org/yld/committees.html>

Responsibilities:

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

Benefits:

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

LIAISONS

Liaisons

Responsibilities: Represent the Division within another ABA entity, and responsible for:

- ✓ Participating in the entity's activities
- ✓ Providing the entity with a young lawyer viewpoint
- ✓ Increase the frequency and quality of interaction with the appropriate ABA entities and the YLD
 - Ensuring that the Division is informed of the entity's activities and

- plans and vice a versa
- Maintaining an open line of communication with corresponding YLD Committee where appropriate
- Identify opportunities for YL's to participate in entity activities especially YLs that are aging out of the Division
- Encouraging entities to cosponsor with YLD, if even in name only, on programming relevant to new lawyers
- Communicating the stance or opinion of the Division
- ✓ Helping ABA entities expand their young lawyer offerings as detailed in the ABA YLD New Lawyer Roadmap, <http://www.abanet.org/yld/benefits/roadmapdetail.pdf>
- ✓ Coordinating with the Mentorship Coordinator, your Committee Director and your Section leader to create "practical mentoring tips" (substantive and career development based) for YLD publications and website
- ✓ Training your successors

Liaison positions are an excellent way for young lawyers or those recently aged-up to have an active role in the larger ABA. A detailed description of each liaison position, including funding availability for entities' meetings, is provided in a separate document titled "Chart of YLD Liaison Positions."

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

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